



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Director of Information Technology**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title:	Director of Information Technology
Reports To:	Chief Operations Officer
FLSA Status:	Full-time, Exempt
Salary Range:	\$42,000 - \$45,000

Job Summary

The Director of Information Technology provides support to all Calvary departments by managing and performing all aspects of the Information Technology department to ensure the proper function of all data systems used by Calvary, including hardware, software, phone systems, networking, and A/V systems.

Job Responsibilities

1. Oversees the IT Department. This includes but is not limited to: creation and adherence to the department budget, supervision of IT Department staff, assessment of the IT Department, creation and revisions of the Information Security Program, and creation and revisions of the Information Technology Incident Response Plan.
2. Serves as the server administrator, network administrator, and system administrator for the content filtering system.
3. Works as assigned in Populi and Canvas systems.
4. Serves as administrator for all other systems, working closely with the concerned departments; performs tasks such as managing users.
5. Serves as administrator in Microsoft 365, creating and maintaining user accounts, teams and groups.
6. Plans, oversees, coordinates, and participates in the implementation of various projects including but not limited to computer upgrades, software upgrades, and networking projects.
7. Oversees and may participate in all other functions of the Information Technology department, including but not limited to ensuring the proper function of all campus hardware and software systems (workstations, servers, network switches, telephone system, id/keycard system), administration and maintenance of other campus technologies and equipment, provides technical support to the Calvary family, and other tasks as needed/assigned.
8. Oversees A/V equipment on campus, with additional responsibilities for running A/V for chapel and other Liberty Chapel services, and other events requiring A/V support.
9. Oversees the VingCard database for key cards. This includes printing faculty, staff, and student ID cards and programming building and room access.
10. Provides training, consultation, and support for systems, productivity software, and security to Calvary faculty, staff, and students.
11. Designs or selects workstations. This involves choosing compatible parts for best performance and cost effectiveness.

12. Performs/oversees regular backups.
13. Provides support for Calvary websites.
14. Completes annual compliance audits and reports.
15. Administers/oversees the campus emergency alert system.
16. Serves on committees as assigned.

Job Qualifications

1. Required Qualifications
 - a. Associate's degree or higher in a technology field
 - b. Training and/or equivalent experience in Microsoft desktop OS, productivity software, and networking
 - c. Strong administrative skills and/or at least one year of successful management experience
 - d. Strong desire to provide a high level/high quality customer service to staff, faculty, students, constituents, and vendors with a high degree of patience, confidentiality, and professionalism
 - e. Strong organizational skills, including the ability to multi-task, work well under pressure, and prioritize tasks in order to successfully meet deadlines
 - f. Experience in a college environment
 - g. Good communication skills—able to instruct others in the use of equipment and software
 - h. Detail-oriented
 - i. Excellent problem-solving skills
 - j. Physical requirements: able to lift 65 pounds, climb stairs and ladders, work overhead
 - k. Environmental requirements: able to work indoors and outdoors in all types of weather conditions and/or in dusty or moldy areas
 - l. Valid driver's license
2. Preferred Qualifications
 - a. Bachelor's degree or higher, preferably in Information Technology
 - b. Two years of experience in information systems management
 - c. Certifications such as A+, Network+, Security+