

## **Director of IT Infrastructure Information Technology Services**

Henderson State University seeks to fill the position of Director of Information Technology Infrastructure. The new director will possess a strategic and technical understanding of the integral role infrastructure management plays in supporting both the academic and business functions of the university.

**QUALIFICATIONS:** Candidates must possess the formal equivalent of a bachelor's degree from an accredited higher education institution and 10 years combined experience in IT networking, virtualization, or team management. Excellent interpersonal communication skills, excellent oral and written communication skills, excellent organization skills, and the ability to prioritize and manage multiple tasks are essential. Must have strong knowledge of the following:

- WAN/LAN systems including switching, routing, and structured cabling
- Hypervisor platform(s) for virtual server environment
- Microsoft systems including: Active Directory, DNS, DHCP, SCCM, GPO, Windows 10, Server 2012-2019, Powershell, network file sharing, Volume Licensing, and Office365
- GSuite for Education administration
- Information Security best practices and guidelines

Other job related education and/or experience may be substituted for all or part of these basic requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Direct activities of technical staff by interviewing, hiring, terminating, and evaluating performance
- Establish priority of tasks and ensure they are completed satisfactorily
- Manage server and network admin(s), coordinate projects
- Assume responsibility for IT Security operations
- Provide high-level support or additional manpower
- Evaluate technology solutions that fit the campus' needs
- Maintain vendor relationships to ensure high level of support
- Vendor Contract management - Negotiation, renewal, cancellation
- Maintain inventory of in-use, spare, and deprecated networking and datacenter equipment
- Maintain campus firewall / router
- Maintain campus VOIP deployment
- Maintain campus physical security (area access, surveillance cameras)
- Manage systems backup (ERP, servers, device configurations)
- Maintain Disaster Recovery and Business Continuity Planning documents
- Major Project Planning and Implementation

**University:** Henderson State University is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit [www.hsu.edu](http://www.hsu.edu), [www.arkadelphiaalliance.com](http://www.arkadelphiaalliance.com), or [www.arkadelphiaschools.org](http://www.arkadelphiaschools.org) for more information about Henderson State University and our community.

**Salary and closing date:** The salary is competitive and commensurate with skills level and experience with IT infrastructure management. Review of applications will begin immediately as each application is received. Application review will continue until the position is filled.

**Application:** Applications must include a letter of application, resume, unofficial transcript(s) and the names, addresses, and telephone numbers of three current references. Send all required application materials electronically, in PDF or MS Word format, to Jennifer Holbrook, Director of Academic Technology. All files must be submitted via email at [holbroj@hsu.edu](mailto:holbroj@hsu.edu).

The final applicant for this position will be required to submit to a background screening including a criminal background check and financial records check pursuant to university policy. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of Arkansas' Freedom of Information Act, applications are subject to public inspection upon written request.

Henderson State University is an Equal Opportunity/Affirmative Action Employers