



Corban University
Position Description

ASSOCIATE DIRECTOR OF INFORMATION SERVICES

DEPARTMENT:	Information Services
REPORTS TO:	Chief Information Officer
FLSA STATUS:	Exempt/Full time
Revised	February 2019

See Application Process on Page 3

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: The Associate Director of Information Services is a senior level technical leadership position who reports to the Chief Information Officer. With solid understanding the computing environment and premier customer service, the Associate Director coordinates systems, performs database management, and supports the University's technology infrastructure. The Associate Director will operate with a high level of professionalism as a primary representative of Information Services.

ESSENTIAL FUNCTIONS:

- Assist the Chief Information Officer with information technology security policies, operations and security engineering to ensure IT security regulatory compliance.
- Assist the Chief Information Officer with the supervision of staff, project management, and support of day-to-day operations and initiatives.
- Assist in development engineering, project management and implementation of security protocols for the University.
- Architect network security controls and procedures including: incident response, host-based and network-based security monitoring and intrusion detection, conducting technical vulnerability assessments, computer forensics, secure management and analysis of system and audit logs protection.
- Support the upgrade and on-going maintenance of the University's Information Systems technology and hardware.
- Administer and supports applications and databases; Provides top level support for endpoints, servers, systems, and applications.
- Maintain security strategies to ensure smooth, uninterrupted operation and security of data; establish and implement backup, remote and cloud access procedures.
- Oversee service desk management, videoconferencing, digital video and/or design, document management imaging and storage, audio-visual systems design and integration.
- Research, monitor, and contribute to department's best practices implementation.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to support use of MS Office products and Windows systems.
- Demonstrated ability to work independently and collaboratively as well as lead the development, implementation and configuration of large and small-scale IT solutions.



- Demonstrated project management, leadership experience, and organizational skills.
- Well-developed skills in analysis, reporting, planning and R&D.
- Demonstrated ability in information management, business intelligence, and troubleshooting.
- Demonstrated ability to communicate and interact effectively with people at all levels with ability to build relationships with internal and external business partners.
- Significant understanding of regulatory compliance requirements such as FERPA, HIPAA, Sarbanes Oxley, etc.
- Excellent interpersonal skills and well-developed oral and written communications skills.
- Ability to work with flexible and changing assignments.
- Experience with Information Technology Service Management best practices and principles, lean processes, and process improvement.
- Strong commitment to customer service.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree in Information Technology, Information Systems, Computer Science or a related discipline required
- 5-8 years of Information Technology experience preferred
- Technical leadership and project management experience
- Available to respond to emergency IT incidents on a 24/7/365 basis.
- Experience supporting information technology, training, research, and client service in an academic environment preferred
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the cultural and ethnic diversity of God's kingdom

WORKING CONDITIONS: Traditional office environment. Occasional weekend/evening work related to events on campus during non-business hours will be an aspect of the position. Rarely some travel may be required to support remote Campus locations/events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:



- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503-375-7182