



**Corban University**  
Position Description

**DIRECTOR OF INFORMATION SERVICES**

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DEPARTMENT: Information Services  
REPORTS TO: Vice President of Strategic Initiatives  
SUPERVISES: Information Services Team  
FLSA STATUS: Exempt/Full time  
Revised September 2019

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***See Application Process on Page 3***

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

**SUMMARY:** The Director of Information Services provides senior level technical leadership and technology solutions that support the needs of University. With a solid understanding of the computing environment and premier customer service, the Director of Information Services coordinates systems, performs database management, and supports the University's technology infrastructure. The Director of Information Services will operate with a high level of professionalism as the primary representative of Information Services and team manager.

**ESSENTIAL FUNCTIONS:**

- In collaboration with the Vice President of Strategic Initiatives, set objectives and strategies for the Information Services department, including Information Systems, Copy Center, Mail Room, and Bookstore contract.
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Design and customize technological systems and platforms to improve customer and student experience.
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization.
- Approve purchases of technological equipment and software and establish partnerships with IT providers.
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance.
- Direct and organize IT-related projects.
- Monitor changes or advancements in technology to discover ways the University can optimize its investment and maintain a competitive advantage.
- Analyze the costs, value and risks of information technology to advise management and suggest actions.
- Establish and maintain information technology security policies, processes and security engineering to ensure IT security regulatory compliance.
- Supervise staff, project management, and support day-to-day operations and initiatives.
- Develop and implement engineering, project management and security protocols for the University.



- Architect network security controls and procedures including: incident response, host-based and network-based security monitoring and intrusion detection, technical vulnerability assessments, computer forensics, secure management and analysis of systems and audit log processes.
- Implement, maintain, and support the upgrade and on-going maintenance of the University's Information Systems technology and hardware.
- Administer and support applications and databases; Provide top level support for endpoints, servers, systems, and applications.
- Implement and maintain strategies that ensure security of data and meet industry compliance standards.
- Oversee service desk management, videoconferencing, digital video processes 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:**

- Executive-level knowledge of the principles and practices of IT services, preferably in a University setting, including applicable legal and administrative requirements, reporting regulations, and related best practices.
- A clear vision about the role on information technology in higher education.
- The ability to drive technology from an end-user perspective.
- Excellent oral and written communication and listening skills.
- Ability to strategically weigh risks and benefits prior to taking action.
- Demonstrated critical thinking skills in problem solving and decision-making.
- Ability to form alliances and relationships with key campus constituents.
- Ability to work collaboratively and effectively.
- Ability to work across the silos that may exist.
- Ability to make and back hard decisions with wisdom.
- Ability to manage resources judiciously
- Demonstrated ability to support use of MS Office products
- Demonstrated ability to support use of Windows and Apple OS systems.
- Significant understanding of regulatory compliance requirements such as FERPA, HIPAA, Sarbanes Oxley, Gramm-Leach-Bliley, etc.
- Ability to work with flexible and changing assignments.
- Strong commitment to customer service.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in computer science, business or public administration, or a related field Master's degree preferred.
- Seven years of progressively responsible experience in a senior management position in Information Technology, with responsibility for strategic planning, budgeting, and personnel management; or any combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job.
- At least three years of experience in a higher education environment preferred.
- Excellent knowledge of IT systems and infrastructure.
- Proven background in designing/developing IT systems and planning IT implementation.



- Demonstrated understanding of data analysis, budgeting and business operations.
- Superior analytical and problem-solving capabilities.
- A strong strategic and business mindset.
- Excellent organizational and leadership skills.
- Outstanding communication and interpersonal abilities.
- Available to respond to emergency IT incidents on a 24/7/365 basis.
- 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. Must frequently lift and/or move up to 25 pounds and occasionally lift and/or more up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*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.*

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### **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](http://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](mailto:jobs@corban.edu)  
FAX: 503-375-7182