Director of Information and Communication Technology

Hours: Full time

Wages: To scale with benefits

Beginning Date: As soon as possible

Contact: Shannon Warnock

Email: Please submit your resume and CV to hr@prairie.edu

Phone: 403.443.3030

POSITION MISSION: This position exists to support the mission of Prairie College to "train and mentor Christians through biblically integrated postsecondary education" by by providing excellent, relevant, and primary support in Information and Communication Technology. This includes ensuring seamless technology integration that enhances the learning experience for students and empowers faculty in delivering their courses.

DUTIES AND RESPONSIBILITIES:
General responsibilities include but are not limited to those noted below. The description may be adjusted according to the experience, skills and passions of the successful applicant.

- **Strategic Planning:** Develop and implement a long-term ICT strategic plan aligned with Prairie's overall goals and objectives.
- **Administration:** Lead the ICT department, manage the ICT budget, approve invoices, and oversee ICT staff.
    - Audio Video and Lighting
    - Copycenter/Mailroom
    - Helpdesk
- **Network Management:** Manage and maintain wired and wireless networks (Ruckus/Ubiquiti, point-to-point bridges, HP Procurve switches and routers, Fortigate firewall), including fiber and copper network infrastructure.
- **Server Administration:** Administer Windows Servers, virtual hosts, SAN storage, Veeam backups, Active Directory, Group Policies, DHCP, DNS, file servers, SCCM, and UPS systems. Develop maintenance schedules and long-term replacement strategies.
- **Telephone:** Manage the VoIP phone system (FreePBX/Asterisk), including softphones, user and phone administration, and system maintenance.
- **Cloud Services:** Manage Google Workspace for staff and faculty, including email accounts, distribution groups, device management, and security policies.
- **Security:** Implement and maintain robust cybersecurity protocols to ensure data and network security.
- **Website Support:** Collaborate with other departments to maintain and update the college website (Flywheel/Wordpress).
- **Technology Trends:** Stay up-to-date with emerging technologies and evaluate their potential impact on Prairie's operations.

QUALIFICATIONS:

- Mission: Knowledge of and enthusiastic commitment to Prairie's mission, doctrinal position and standards as outlined in the Foundational documents and the Employee Handbook.
- Active involvement in and commitment to the local church
- Education: Require post-secondary education in Information and Communication Technology or equivalent work experience considered
  - o Prefer CCNA or equivalent
  - o Prefer MCSA,MCSE or equivalent
- Experience: 5+ years of experience in ICT Management
- English Language: Strong written and oral communication skills
- Character: Observable and contagious love for God, highly self-motivated and directed, maturity of Christian character, team attitude, loyalty to organization and people, missional.
- Relational Competency: Able to communicate clearly and effectively, ability and skill to relate well to others, team player working together with ICT, AVL and Copy Centre personnel.
- Skills: Keen attention to detail, proven analytical and problem-solving skills, strong customer service orientation, resiliency with the ability to adapt to changing priorities and deadlines, willingness for improvement in skills.

ACCOUNTABILITY:

- Reports to the Managing Director, Finance.

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to complete as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.