

**ILISAGVIK COLLEGE**  
**- EXTERNAL JOB ANNOUNCEMENT -**

**Posting Date: July 8, 2014**

**Closing Date: Until Filled**

**POSITION:**                   **Manager of Information Services**  
**LOCATION:**                   Barrow, Alaska  
**REPORTS TO:**               Chief Administrative Officer  
**WORK SCHEDULE:**       Monday through Friday, 8:30 a.m. to 5:00 p.m.  
**COMPENSATION:**         \$88,474 DOE + Benefits [EXEMPT Position]

**JOB DESCRIPTION:**     Provides systems administration services. Ensures College-wide network integrity and security; Installs new software releases, system upgrades, evaluates and installs patches, and resolves software related problems; Performs system backups and disaster recovery; maintains data files and monitors system configuration to ensure data integrity; Advises Administration on IS-related security/systems issues; develops and maintains College-wide IS strategic plan; Maintains College's telecommunication system adds, moves, and changes; Supervises and trains Information Systems staff; Monitors network system activities and troubleshoots and resolves issues; Provides reporting on network performance; Provides support for VMware server systems; Provides support and systems administrations services for internal network systems and campus area network; Provides input for creating policies and procedures for information systems; Oversees the documentation of new network applications, designs and architecture, and end-user services; Provides input in network architecture design decisions and server configurations; Provides support for internal servers, desktop systems, and internal desktop connections; Works on specialized projects as required; Complies with College policies, procedures and administrative directives, as well as state, federal and local laws, regulation and ordinances.

**REQUIREMENTS:**       Associate's degree or equivalent in Information Technology [IT] or related field; MCSE certification or MCSA, Cisco, A+, and Network+ certifications; Demonstrated organizational and project management skills; Three years demonstrated professional supervisory experience; Minimum of four years demonstrated Windows 7 OS and Server 2008 administration and troubleshooting experience in an enterprise environment; Computer networking: Knowledge and experience in computer network architecture and implementation including network operating systems (NOS), network design, directory services, and diverse communications equipment and protocols; Systems Management: Knowledge, both conceptual and practical, of systems management practices and applications, including system monitoring, capacity planning, problem/change/configuration management, proactive systems management practices and Disaster Recovery; Intra/Internet Technologies: Experience with designing, implementing and managing complex network-centric environments. Skill set should include knowledge of Email, calendaring, Directory Services and workflow applications; Demonstrated knowledge of LAN/WAN topologies; Demonstrated expertise with Windows Active Directory and Windows 2008 IP Services (DDNS, DHCP, WINS, Terminal Services, TCP/IP, etc.); Strong oral, written, interpersonal, and presentation communication skills; Demonstrated ability to work effectively in a multicultural environment; Valid driver's license; Ability to travel periodically; Ability to pass a pre-employment background check and drug screen.

**PREFERRED:**           Cisco and MCDBA certification; Bachelor's degree or equivalent in IT or related field; Demonstrated technology analysis skill; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, RESUME AND TRANSCRIPTS TO:**

**ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**

**ATTN: Human Resources Fax: (907) 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu/job-opportunities-2/> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]

**-Iñisaġvik College is a Drug Free Work Place and Equal Opportunity Employer-**