



INTERNATIONAL THEOLOGICAL SEMINARY
540 East Vine Avenue, West Covina, CA 91790 USA | Tel 626.653.9547 | www.itsla.edu

DIRECTOR OF INFORMATION TECHNOLOGY JOB DESCRIPTION

PART-TIME: 20 hours per week

REPORTS TO: Vice President of Operations and Finance

BRIEF DESCRIPTION: The Information Technology (IT) director is responsible for planning, organizing, and executing all IT functions for the Seminary. The position includes:

- Directing all IT operations to meet educational requirements.
- Supporting and maintaining existing applications.
- Developing new technical solutions.

RESPONSIBILITIES

- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, telephones, software applications, and peripherals.
- Provide expertise and support during systems upgrades, installations, conversions, and file maintenance.
- Oversee systems development and enhancement and integrate new systems with existing systems.
- Work with the staff to develop strategies and plans to enhance student services, improve user effectiveness, and foster innovation.
- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Manage servers, security solutions, network hardware, and equipment.
- Administer educational technology, student information system, and database and support users.
- Administer institutional email systems, user account management, cloud computing, and file-sharing platforms.
- Implement best practices for internet security, data integrity, and privacy.
- Liaise with technology vendors and providers and make recommendations for hardware, software, and services procured.
- Keep abreast of new technologies and trends & represent the Seminary at conferences and conventions of ATS technology professionals and other similar organizations.

QUALIFICATIONS:

- Evidence of proficient skills in cultural sensitivity and awareness
- Strong problem-solving skills
- Excellent communication skills, written and verbal
- Ability to work well in a team environment
- Familiarity with Microsoft applications
- Learning management system skills, e.g., Moodle and Populi
- Working knowledge of multimedia and video platforms (e.g., Zoom, Meta, YouTube)

If you are interested in applying for this position, please contact Gwen Fleming at gwen.fleming@itsla.edu. Please include a resume and a cover letter explaining how your experience qualifies you for the position. Thank you.