



**Meadville Lombard Theological School
Information Technology Manager**

Meadville Lombard Theological School, located in downtown Chicago, is currently seeking an innovative and collaborative leader to serve as its Information Technology (IT) Manager 30 hours per week. The successful candidate will lead strategic and sustained technological innovations and will coordinate their operations and assessment. The Manager will play a key role in improving collaborative user-focused information technology services that contribute to the success of Meadville Lombard students, faculty, and staff.

A graduate theological institution, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships. Students travel to Chicago two times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats. The successful candidate must have competency in functioning in a multiracial, multicultural, and theologically diverse learning and work environment.

JOB SUMMARY:

Reporting to the Vice President for Finance & Administration, the IT manager is a 30-hour per week exempt administrative position with full benefits. The Manager functions as the individual responsible for providing IT services to Meadville Lombard Theological School's faculty, staff, and students, supporting the IT needs of all departments.

The person filling this position will be expected to be in the office at least once a week, any time students are on campus, and whenever the School is hosting an event that requires their presence.

This position does not have supervisory responsibilities.

Responsibilities of this position include but are not limited to:

- Collaborate with all departments to create and implement an IT strategic plan that results in a set of integrated and comprehensive solutions.
- Accountable for IT security and related training of faculty and staff.
- Oversee contracted administrative IT tech support (Help Desk) services (Chicago Micro Systems).
- Manage administrative and instructional IT resources.
 - Basic printer/copier support
 - Install and/or support:
 - Microsoft Office 2016 products, including Teams
 - Microsoft 365
 - Adobe products, including Creative Suite
 - Library software (eg OCLC Client)
 - Financial software (Fund EZ)
 - Development software (eTapestry)
 - Student Information System (Populi)

- Vet new Windows- and Apple-based software
- Assist the faculty in the integration of technology in pedagogical design, curriculum development and online instruction.
- Identify and secure, in cooperation with the Meadville Lombard Development staff, external funding support for IT initiatives.
- Interaction with vendors.
- Provide A/V support as needed.
- Other duties as assigned.
- Some weekend and/or evening work required.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALIFICATIONS:

- Bachelor's degree in information technology or related is desired.
- 3-5 years of experience working in higher education.
- Thorough and comprehensive knowledge of IT principles, process, systems and standards. Understanding of technology trends in library services and in higher education.
- Conversant in community informatics – how information and communication technologies empower or enable physical communities.
- Knowledge and experience integrating the use of technology in pedagogical design, curriculum development, and online instruction.
- Awareness of current and emerging trends in information technology.

Personal competencies and skills:

- Demonstrated success in collaborative work.
- Strong service orientation to our faculty, staff, students, alumni, and the scholarly community.
- An ongoing interest in learning new trends in information technology.
- Excellent written, oral, and interpersonal communication skills.
- Ability to work with diverse internal and external partners.
- Ability to effectively multitask and manage competing priorities.
- Excellent organizational, communication, problem-solving and time management skills
- Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor, and a good deal of enthusiasm is important.

Salary range: \$50,000-60,000

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff. Candidates who meet most, but not all, position qualifications and who are prepared to fulfill all position responsibilities are welcome to apply. Please use your cover letter to explain why you are confident that you will be successful in this position.

Meadville Lombard Theological School offers a competitive salary and benefits package including family leave and spouse/partner/family insurance options.

Interested applicants should submit:

1. a cover letter detailing why you are interested in this position,
2. a current resume or CV,
3. contact information for three professional references, and
4. Diversity Statement – may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational and/or professional experiences, background/philosophy has prepared you for this role (maximum 500 words).

By email to:

Cindi Redman, Vice President, Finance and Administration
Meadville Lombard Theological School
credman@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Applications will be accepted until August 15, 2021.

We thank all applicants in advance for their interest, however,
ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

7/2/21