



## POSITION ANNOUNCEMENT

### IT MANAGER

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Information Technology (IT) Manager. This position is grant funded and will be contingent on future funding.

#### **MINIMUM QUALIFICATIONS**

- Post-secondary diploma or equivalent in Information Technology or related field;
- Must have strong technical skills in: computer systems, security, network and systems administration, databases, VoIP, webpage management, wireless technologies, application management and remote end user support
- Experience with: Mobile Device Management and Policy Deployment; managed networking devices; Next Generation Firewalls (NGFW), Multi-site Access Point (AP) Management, and technology in the classroom
- Current Professional certifications desired such as CompTIA, Microsoft, Cisco or other Industry Recognized certifications
- Must possess the organizational and oral and written communication skills necessary for compliance assessments, internal reporting and overall standards documentation
- Ability to lead large IT projects, including the design and deployment of new IT systems and services, emerging technology and logistical processes
- Must show evidence of good character, mature attitude, and stable personality;

**GENERAL DUTIES:** The Information Technology (IT) Manager is responsible for the general administration and management of all institutional information technology systems at all Tennessee College of Applied Technology Crump campuses. The IT Manager also serves as the information technology representative to the Tennessee Board of Regents, contractors, maintenance vendors and suppliers who service the campuses. Duties include, but are not limited to: providing support and problem resolution to end users for hardware and software issues; maintaining hardware, software and license inventories; implementing/maintaining IT security policies; firewall maintenance; hardware and software installation and maintenance. Travel to satellite campuses will be required.

**SALARY:** Commensurate with Tennessee College of Applied Technology salary guidelines.

#### **WORKING CONDITIONS:**

- Use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed.
- Must have the physical capability of meeting the demands of campus IT work.

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, and application online at [www.tcacrump.edu](http://www.tcacrump.edu) For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, transcripts, applicable certifications and application online at [www.tcacrump.edu](http://www.tcacrump.edu) For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

**APPLICATION REVIEW:** Review of complete application submittals will begin immediately. Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, [madelyn.keith@tcacrump.edu](mailto:madelyn.keith@tcacrump.edu). See the full non-discrimination statement at [tcacrump.edu/about/non-discrimination-statement](http://tcacrump.edu/about/non-discrimination-statement).