

AANIIIIH NAKODA COLLEGE
MANAGER OF INFORMATION SYSTEMS JOB DESCRIPTION

DESCRIPTION:

The Manager of Information Systems (MIS) has overall responsibility for managing information systems and computing resources for the entire Aaniiih Nakoda College Campus. This person must determine the needs of the user community, ensure that the organization is providing systems that meet those needs, and act as a liaison between upper management and the organization's computer staff (data processing, information systems, network services). The MIS accomplishes information systems objectives by managing staff, designing and monitoring information systems.

INFORMATION SYSTEMS MANAGER JOB DUTIES:

- Accomplishes information systems staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.
- Maintains a safe and healthy working environment by establishing and enforcing organizational standards; adhering to legal regulations.
- Sustains information systems results by defining, delivering, and supporting information systems; auditing the application of systems.
- Assesses information systems results by auditing the application of systems.
- Enhances information systems results by identifying information systems technology opportunities and developing application strategies.
- Safeguards assets by planning and implementing disaster recovery and back-up procedures, and information security and control structures.
- Accomplishes financial objectives by determining service level required; preparing an annual budget; scheduling expenditures; analyzing variances; and initiating corrective action.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Evaluate use of technology in the organization;
- Recommend improvements in technology (hardware and software upgrades);
- Manage backup and security systems;
- Develop a disaster recovery plan;
- Oversee the organization's communications network;
- Manage user services such as Help Desk, training, hiring, and supervision;
- Manage the department's budget;
- Develop a strategic computing plan for the entire organization;
- Stay abreast of advances in technology.

SPECIAL SKILLS/QUALIFICATIONS:

Quality Management, Management Proficiency, Manufacturing Quality, Manufacturing Methods and Procedures, Production Planning, Developing Budgets, Network Security, Project Management, E-learning, understanding of Network Administration, and Supervisory Experience. Promoting Process Improvement, Network Maintenance, Operating Systems, and Problem Solving may include Computer Operations, Systems, Programming, Technical Support Services, and Network Services. This position is hands-on, with the IT Department participating directly in day-to-day activities or directly supervising technicians.

QUALIFICATIONS:

- Preferred Master's Degree in Information Technology Management, Business Administration, or Networks
- Required Bachelor's Degree in Technology Management.
- Must possess at least 2-4 years of experience with networks, instructional content, development, or delivery field, or equivalent industry experience or certification.
- Required 2 years of experience in IT department management, including supervision.
- Required 2 years in web development and programming

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- Minimum of 3 years in the technology industry or a technology department. Two or more years of solid experience in a functional training role with emphasis on technology and business process training development and design.
- Proven track record in developing original and innovative technical and related process training programs, workshops, and demonstrations.
- Experience working with e-learning and blended learning programs, web-based training development, and asynchronous learning content based on instructional and business needs.
- Foundation knowledge and understanding of learning theory and instructional design techniques.
- Excellent written and verbal English skills for the purpose of documentation development, editing, and communication required for user, team, and business-related interactions.
- Complete fluency in English required. Other language skills are welcome but not required.
- Proficiency in Microsoft Office applications, including Word and PowerPoint, particularly as used in the development of instructional content.
- Highly self-motivated and self-managed; ability to work independently and as part of a team with minimal coaching or supervision.
- Ability to organize and work under strict time and production deadlines, while producing quality deliverables.
- Works closely with internal employees to implement and maintain based training.
- Provides reporting to management on web-based training and departmental progression and completion, including student usage.
- Provides technical support for the organization or educational institution.
- Experience/understanding of how technology infrastructure integrates within the overall technology function to achieve objectives; good understanding of the overall industry, with a drive towards innovation
- Leadership and organizational skills, ability to own, track, and prioritize multiple work streams.
- Excellent Microsoft OS and Office skills
- Experience in web development
- Experience with databases.
- Must be able to work on campus grounds, inside campus buildings, enclosed spaces, crawl spaces, and general office environments.
- Must be able to lift heavy objects like computers, printers, and switches, and conduct repetitious work.
- Indian Preference.

Salary: Salary is based on education, experience, and qualifications.

To apply: Complete and submit the ANC Employment Application and three current letters of recommendation. Please provide letters of recommendation that align with the job you are applying for. Please send the application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information, call 406-353-2607 x 3901 or mbrockie@ancollege.edu. Visit our website: www.ancollege.edu/careers to download the ANC Employment Application and the job description. ***Open until filled.*** Incomplete applications will not be accepted.

Aaniiih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.