Staff Vacancy Announcement

Associate Director, Technology Services

**Department:** Technology Services  
**Position:** Full-time  
**Wage:** $51,000 to $56,000 (depending on experience) plus full benefit package  
**Union Affiliation:** None  
**Posting Date:** April 2013

**Description**

The Associate Director of Technology Services manages, performs and coordinates infrastructure support services. Primary responsibility focuses on academic computing services on campus. The position includes campus-wide management and training for student access to computing services, coordination of software and hardware acquisition, management and self-help training to further technology awareness and adoption. This also includes maintaining Windows server environments plus managing the campus’ core and perimeter network system including wired and wireless technologies.

This position supports core server functionality including DNS, backups and restores, policies and permissions, storage management, SharePoint and shared documents, upgrades, virtualization and troubleshooting. In addition, duties include working with specialty applications as deemed appropriate to help meet the campus mission. The position is also responsible for all network infrastructure maintenance and upgrades. This includes firmware and security updates on switches, firewall configuration, bandwidth monitoring, data hookups, hardware replacement/upgrades and resolving connectivity issues in wired, fiber and wireless environments. The position also works with residence life staff in establishing and maintaining student access to campus computing services via residence halls. This includes access policy generation and enforcement, system connectivity support and monitoring system usage.

**Qualifications**

Candidates must possess the following:

- A bachelor’s degree in business, information technology, information systems or a related field, or equivalent directly related experience;
- The ability to design and expand a Windows 2008+ virtualized server environment;
• Demonstrated experience with Microsoft exchange server and server policy management;
• Demonstrated experience with wireless and wired network installation and configurations;
• Knowledge of network hardware management and configuration;
• A good understanding of current Microsoft application environment, including Windows, Office and Access;
• Demonstrated ability to work autonomously, provide department analysis, gain buy-in and implement process improvements and policy recommendations for technology services;
• Knowledge of server and network troubleshooting tools and techniques.

Preferences
• Direct experience with Microsoft 365 and PowerShell scripting for automation
• The ability to work as a team member and with all levels of the campus
• Experience with Cisco and Aruba switches and Aruba wireless controllers
• Wireless access point trouble-shooting, testing and installation and management
• Work involving a higher education environment
• Experience with unique server applications such as media servers and databases
• Experience working and succeeding in an unstructured environment

Application
Applications will be accepted at the time of receipt starting April 26, 2013. The application process will close on May 23, 2013. This may be extended at the university’s option. The tentative start date will be June 3, 2013.

To be considered for this position, please submit the following: 1) A letter of application stating reasons for interest in the position and addressing the desired qualifications; 2) A resume listing educational background and employment; 3) Names, addresses and telephone numbers of three references to:

Send application materials to:
  Dorothy Seymour
  The University of Montana Western
  710 South Atlantic St.
  Dillon, Mont. 59725-3598

Please send electronic copies (limit to six PDF pages) of all application materials to:
d_seymour@umwestern.edu.
The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.