



Position Announcement – Red Rocks Community College

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HERE**

Position Title: Assistant Director of IT

Position Information	Assistant Director of IT
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Position Number	400200
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$67,000/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Fall 2021
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday October 03, 2021 by 11:59 p.m.
Job Type	Full Time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<ul style="list-style-type: none"> • Leave Accruals (Leave prorated for appointments under 100%) <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) • (Over 12 months, based on full time appointment accruals) • Other Leave <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 <ul style="list-style-type: none"> • Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Position Announcement:

Red Rocks Community College is seeking applications for a full-time Assistant Director of IT to join our IT department.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

The position provides direction and accountability in the execution of information technology services for Red Rocks Community College (RRCC). The Assistant Director position oversees all aspects of information technology (IT) service delivery activities across two campuses while setting department wide technology standards and tracking performance and reporting on progress. Through the use of continuous improvement processes the Assistant Director develop strategies to deliver technology operating efficiency and functionality to all RRCC students and personnel.

Required Qualifications:

- Bachelor's degree in computer engineering, computer science, information systems, or related field.
- Coursework or documentable experience in two of the following:
 - project management,
 - business process improvement,
 - strategic planning, technology lifecycles,
 - data/network security or other industry level certifications.
- Five (5) or more years of experience managing IT operations in a team orientated, collaborative environment.
- Three (3) years' experience with systems and IT infrastructure design and development from business requirements analysis through to day-to-day management.

Preferred Qualifications:

- Master's degree in computer engineering, computer science, information systems or related field.
- ITIL Foundations Certification.
- Five (5) years working in the Community College System.

- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately and present information to groups and in public settings.
- Ability to collect, compile, analyze and evaluate information and make verbal or written presentations based on this information.
- Technical knowledge of current network and PC operating systems, hardware, protocols, and standards.
- Proven skill with Microsoft Visio or other software for developing system and process diagrams.
- Proven skill in development of technical documentation and end-user documentation for IT processes, system administration and system use.

Description of Position

- Administer applications and management consoles including: LANSweeper, SCCM, Addigy, Adobe, PaperCut, Group Policy
- Plan, direct and manage college-wide labs and classrooms, all applications including required license server(s), all college computing hardware including workstation(s), desktop(s), laptop(s), and all other end point devices.
- Assist with ITS project resource coordination and project planning for all campus projects requiring technology components. Certify the technology lifecycle planning and full documentation for critical technology at Red Rocks Community College (RCC).
- Supervise, support, and evaluate the desktop and helpdesk technician(s). Create opportunities to improve required technical knowledge through formal or informal training, documentation, and individual coaching.
- In conjunction with the IT Director develop both short-term goals and long-term strategic planning for the department including recommendations for streamlining the delivery of technology support. Function as the Acting IT Director in the IT Director's absence. Serve as the on-call IT professional as assigned.
- Track physical technology assets. Determine methods of tracking and inventory management of all devices in the college inventory systems.
- Maintain functionality and smooth and secure operations of devices. Oversee Apple and Windows updates. Use WSUS and SCCM to deploy needed Windows devices, and Addigy for Apple devices.
- Completion of other technology related projects and responsibilities as assigned by the Director of Information Technology Services.
- Leads IT literacy efforts and training sessions for the RCC community and collaborate with other RCC divisions to develop, promote and provide technology utilization instruction.

How to Apply:

Complete applications must be received by 11:59 p.m. Sunday October 03, 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include ***optional*** attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application.

Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may

result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.