



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Information Technology Director

### Position Information

The information technology (IT) director is responsible for the strategic planning, implementation, and oversight of all college technology resources and services. This role ensures that the college's IT infrastructure, systems, and support services align with and enhance the institution's mission. The director provides visionary leadership, manages IT staff and budgets, and ensures the security, reliability, and compliance of all information systems. This position is under the supervision of the facilities director.

### Duties & Responsibilities

1. **Strategic Planning, Leadership:** The IT director is expected to be effective and excel in the development, evaluation, and execution of WETCC's IT strategy. The IT director must demonstrate deep subject knowledge, including key concepts, current and relevant IT system research and methodologies, tools and techniques, and meaningful applications. The IT director is expected to:
  - Develop and execute a five-year IT strategic plan aligned with WETCC goals.
  - Recommend and implement technology to enhance instruction and administration.
  - Advise leadership on IT and security matters; stay current with emerging trends.
  - Monitor infrastructure performance and foster an efficient, supportive IT environment.
2. **Operations and Infrastructure Management:** The IT director oversees the IT's Department day-to-day operations, including network (e.g., LAN, WAN, Wi-Fi) and system administration and security, server management (e.g., hardware, operating systems, virtualization), cloud data storage, telecommunications (VoIP), user support (students, faculty, and staff), and classroom, instruction, and office technology. The IT director must demonstrate knowledge of IT operations, including network, hardware, and software reliability and contingency planning. The IT director is expected to:
  - Ensure reliable, secure networks, servers, and hardware.
  - Oversee acquisition, installation, and maintenance of technology resources.
  - Manage backups, disaster recovery, and business continuity plans.
  - Provide technical support and training for enterprise systems and users.
3. **Personnel Management and Supervision:** The IT director must have demonstrated experience managing and supervising IT personnel. The IT director is expected to:

- Recruit, train, and supervise IT staff; promote professional development.
  - Lead and mentor team to deliver high-quality support.
  - Coordinate consultants and contractors for projects and system integration.
4. Budgeting, Procurement, and Vendor Management: The IT director must have experience in IT budgeting, procurement, vendor management, and vendor/campus stakeholder relations. The IT director is expected to:
- Develop and manage IT budgets and procurement processes.
  - Negotiate with vendors to secure services and equipment.
  - Support staff on vendor ERP relationships and compliance.
5. Policy, Security, and Compliance: The IT director must demonstrate deep subject knowledge, including key concepts, methodologies, tools and techniques, and meaningful applications. The IT director is expected to:
- Establish and audit IT policies and standards.
  - Implement cybersecurity measures and ensure legal compliance (ADA, FERPA, etc.).
6. College Community Member: The IT director must perform professional responsibilities according to the goals, mission, and plans of the program and the college. The IT director is expected to:
- Fulfill WETCC's policies and procedures requirements, including mandatory training.
  - Attend and participate in required meetings and exercise stewardship of WETCC's facilities and materials.
  - Submit information or materials related to their assigned duties as requested by college administrators or peers on time.
  - Explain highly technical concepts in simple terms.

As WETCC's technical expert, the IT director contributes to the creation of a collegial culture. WETCC's directors are expected to:

- Collaborate with faculty, staff, and stakeholders across the college and the community to create, preserve, and enhance important partnerships.
- Support adjunct and full-time colleagues through consultation and cooperation, and work as effective team members.
- Treat college community members with dignity and respect, demonstrate professional, courteous behavior, and engage in constructive conflict resolution.

Full-time staff members serve the college by contributing to the growth and enhancement of the college's mission and programs. Staff members are expected to:

- Fulfill all requirements of their position description.
- Participate in college planning as required.
- Serve on college and program committees.
- Assist the facilities director and the President's Cabinet as needed.
- Attend and participate in professional development opportunities offered by the college or external organizations.

- Take on other duties assigned by their supervisor.

Work Schedule: 40 hours a week. IT staff are required to be on campus during evening classes as needed. This position is on-site at the WETCC campus in Mahanomen, Minnesota.

Advertised Salary: \$69,472 - \$86,840/year based on qualifications. This is a 12-month position. This is a non-exempt position.

### Minimum Qualifications

WETCC seeks a skilled candidate to manage WETCC's IT systems. To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below represent the required education, experience, knowledge, skills, and abilities.

- An earned associate degree in computer science, computer information technology, or a related discipline from an accredited institution of higher education.
- Six (6) or more years of progressively responsible experience in a technology or computing environment.
- Two (2) years of significant supervisory or management experience.
- Demonstrated ability to assess student and college needs and formulate a plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Expert-level computer skills and ability to access information in meaningful ways.

### Preferred Qualifications

- Bachelor's degree in computer science, computer information technology, or a related discipline from an accredited institution of higher education.
- Technology or computing environment experience within a higher education setting.

### Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

### Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA.

The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which start accruing from the date of hire.

WETCC has 17 paid holidays a year.

### About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

### Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - *Giaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted.”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.