



IVCCD

POSTED INTERNALLY:

11/12/2021

MAY BE POSTED EXTERNALLY:

11/17/2021

NOTICE OF VACANCY

POSITION: IT Special Projects Coordinator

STATUS: Full-Time

CLASSIFICATION TYPE: EXEMPT (Salaried)

LOCATION: District Office

JOB SUMMARY: The purpose of this position is to assist the District with implementing and completing special projects that are technology related. This includes working with leadership, subject matter experts, and other stakeholders to define projects, develop detailed business requirements and timelines, and to ensure successful completion. This position is responsible for ensuring projects are completed on time and within budget and that there is visibility into the project through regular communications, checkpoints, and team walk-throughs. This position also provides technical assistance to end-users and assists the IT department in ensuring the District's systems are as secure as possible, follow industry best practices, and comply with all regulatory requirements.

**EDUCATION/
EXPERIENCE:** Completion of an Associate's degree with an emphasis in technology-related courses required. Bachelor's degree in Business, Management, Computer Science or related field preferred. Experience in the field of technology and/or higher education preferred.

ABILITIES: This position requires strong organizational and interpersonal skills, attention to detail, technical aptitude, the ability to problem solve, and the ability to work in an environment of shifting priorities and frequent interruptions. Along with these general characteristics, the position requires experience working within a Microsoft environment. This includes a working knowledge of Microsoft Windows, Office 365, Teams, and SQL Server reporting. Also needed is an understanding of and experience with enterprise level student information systems and web portals and learning management systems. A special projects coordinator in the higher education environment must be familiar with the unique infrastructure and system needs of higher education. Also, the position should understand the actual systems used by the District. The special projects coordinator should be familiar with the daily processes and procedures of the District.

BASE WAGE: \$ 41,974 Yearly.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.

BENEFIT INFORMATION: This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

CLOSING DATE: Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.