

Chief Technology Officer

This position will be responsible for providing advanced technical expertise and support for a range of enterprise-wide applications in a one-person office at a small college with a low student/faculty ratio. The position will be responsible for planning, coordinating, integrating, testing, and deploying new applications and/or system upgrades. Responsibilities will also include working closely with vendors and different college units; gathering and analyzing system requirements from internal and external clients across the College to aid in system installation and maintenance; providing training and documentation for campus users on supported systems; supervising any student workers; configuring system interface and workflows as needed and maintaining records and documents to meet departmental and audit requirements.

The physical/mental demands of this job include:

- Being able to maintain appropriate composure and communicate effectively and confidentiality as needed with all stakeholders of Hiwassee College.
- A variable work schedule may be required including long work days, evenings, and weekends, travel, including overnight travel as needed
- The overall work environment requires a multi-tasking focus to ensure success
- The physical exertion requirement would be in the light work category which involves lifting no more than 20 pounds at a time with frequent lifting or carrying objects weighing up to 10 pounds.

Bachelor's degree and two years of experience, or an Associate's degree, Technical certification, and three or more years of experience.

Experience with any/all of the following applications preferred:

- Windows Server 2012+ environments with SQL servers on site
- Windows 10 Operating System with MFP and networked printing
- Wireless controller/WAP environment
- Telecommunications – Switch/Hosted VOIP, GB Internet, fiber and cabling
- Data Security – HIPAA, CPI, and NIST security principles. Enterprise firewalls and Desktop endpoint protection
- Smartboard classroom systems
- G-Suite administration with hybrid cloud solutions
- Managing hosted CRM/SIS/Accounting products
- SSL and Website management
- Technological infrastructure oversight

The individual must possess strong customer service skills. Must be a team player, able to communicate, and to solve problems that arise. In addition, must be a self-starter who can identify problems and seek solutions. Experience in higher education technical environment preferred.

Hiwassee College is an Equal Employment Opportunity/Affirmative Action employer and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, and/or veteran status. The college is a faith based institution affiliated with The Holston Conference of The United Methodist Church.