Director of Information Technology Services

Providence University College & Theological Seminary is a leading Canadian Christian university located just 25 minutes south of Winnipeg. We aim to become one of Canada's foremost Christian universities that offers Christ-centred education, strong community and academic excellence.

The diverse Providence community is led by dedicated Christian faculty and staff who are committed to helping students deepen their faith, grow in knowledge and skills and develop lifelong connections. Our staff are committed to providing a faithful community, one in which students feel supported and encouraged.

The Position:

Reporting to the Vice President Administration and CFO, you will:

- Guide and coach the IT department
- Ensure regular maintenance and updates are current for all institutional IT systems
- Evaluate, plan, schedule and resource the implementation of new technology projects
- Meet with other departments to assess and prioritize future needs
- Budget and allotment of department finances
- Provide technical support for institutional database users
- Assist with clean-up of data, writing procedure documents, designing queries and building reports
- Build and maintain relationships with other IT professionals and vendors, while keeping current with technology trends

The Qualifications:

- Bachelor of Computer Science degree required; Master's degree preferred
- Minimum 5-10 years IT experience
- Minimum 5 years' experience in a leadership role
- Demonstrated experience and leadership in managing campus management software database applications such as Populi, Salesforce, Raisers Edge
- Sound working knowledge of IT operations, systems and developments particularly in Higher Education

The Requirements:

- Ability to build, mentor and coach a team
- Experience to identify and resolve related challenges
- Excellent written and verbal communication skills
- Exceptional attention to detail
- Ability to prioritize and multi-task
- Strong administrative skills

View our website for a detailed position description at: http://www.prov.ca/why-providence/meet-providence/join-our-team/.

Closing Date: February 9, 2020

The Providence Statement of Faith and Covenant of Faith Community Life must be agreed to and signed as a condition of employment.

Please send your cover letter with resume via email to:
Eileen Krueger, Human Resources Consultant, EBMinds@gmail.com