Office of Information Technology (IT)

The Office of Information Technology is responsible for all work related to IT, systems development, and implementation including IT infrastructure.

Director of the IT Office

The Director for the Office of Information Technology has the overall responsibility of managing hardware and software and provides maintenance, training and consultation and recommendations on future development to university of IT resources.

A. RESPONSIBILITIES:
The Director of the IT Office assumes the overall responsibilities as follows:

- Prepare and manage the information technology budget and work plan, as well as the infrastructure technology budget;
- Manage information technology and computer systems for university;
- Develop a Master Plan for the IT department;
- Develop and implement policies and procedure for electronic data processing and computer systems operations and development;
- Troubleshoot all technology issues;
- Implement, administrate, and maintain databases for the university;
- Monitor routine preventive maintenance on hardware and software;
- Develop training material to assist staff in understanding and using technology and to provide regular training to staff through both formal and informal training programs;
- Manage technology inventory;
- Discuss with all the different department/colleges within the university regarding the need to have IT system helping their daily work;
- Serve as main contact person on all IT related matters;
- Effectively utilize each team member to his/her fullest potential;
- Motivate team to work together in the most efficient manner;
- Oversee all the work in IT Department including in managing the UC Website, arrange the schedule of all the training in the laboratory;
- Organize the weekly meeting for IT department;
- Provide all technical support to all computers at the University;
- Undertake short-term training courses on IT ;
- Work closely with the College Coordinator for the College of Sciences and Technology to develop programs, degree plans, etc;

- Be accountable to the Vice President for Operations and to the University President.

B. QUALIFICATIONS:
Obtain MA/MS degree in computer science/IT or Electronics and Telecommunications with minimum 4-years working experience in IT management related field. Speaking fluent English is a must.

Professional training short courses in:
- VBScript ,JavaScript
- VB 6.0, VB.net
- Visual C#.NET, ASP.net
- SQL Server and MySQL

i. Knowledge
- Knowledge of Cisco CCNA, LAN, WAN, Router Configure
- Knowledge of Firewall Sever Linux (Centos 5) and Email Sever
- Web design, internet configuration, in systems analysis and design using Adobe Photoshop, Flash, Macromedia and other web tools

ii. Skills
- Excellent leadership and interpersonal skills
- Team building skills
- Well developed software skills
- Analytical and problem solving skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Computer skills
- Time management skills

iii. Personal Attributes
- Honest and trustworthy
- Respectful
- Possess cultural awareness and sensitivity
- Flexible
- Demonstrate a sound work ethic

C. REPORT LINE
The Director for Office of IT reports to the Vice President for Operations.