

SACRED HEART MAJOR SEMINARY

JOB DESCRIPTION		
Position Title: Manager of Information Technology	Department/Office/Division: Information Technology	
Title of Immediate Supervisor: Director of Finance	Prepared by: Fr. Stephen Burr, 2025	
Title of Positions Supervised: Systems Administrator, Systems Technician	Work Location: 2701 Chicago Blvd. Detroit, MI 48206	Hours Authorized: 35 hrs./week
Approved by Rector/President: 9/25/25	Classification Level F - Exempt	

BASIC FUNCTION OF POSITION

The Manager of Information Technology is appointed by the Rector/President to support the mission of the seminary. The manager reports to the Director of Finance and implements the vision and decisions presented by the Rector/President and the strategic plans of the Administrative Council for all seminary functions. The manager is responsible for the support, maintenance, and acquisition of all technology based systems used by faculty, students, and staff.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Provides leadership to the seminary administration in the use of technology to further the seminary's mission, and participates in the strategic planning process to integrate the use of technology into the institution's goals.
2. Responsible for the planning, implementation, and oversight of all technology and technology personnel.
3. Maintain support structure to aid in the adoption and problem resolution of technology.
4. Planning of budgets for all institutional technology.
5. Evaluation of overall performance of technology activities and staff with regular recommendations to senior leadership for improvements.

6. Provides leadership in the development and oversight of instructional design and development that supports the use and integration of technology in education.
7. Expand existing technology services, either directly or through project and vendor management, as needed.
8. Oversees the development and implementation of institutional training to support technology.
9. Serves on institutional committees.
10. Collaborates with technology representative from the Consortium of Catholic Colleges (University of Detroit/Mercy, Madonna University, Marygrove College) for the purpose of shared information
11. Collaborates with technology staff of Central Services of the Archdiocese of Detroit for the purpose of shared information.

QUALIFICATIONS

1. Bachelors in Management Information Systems, Educational Technology, Information Technology, or related field, or combination of equivalent education and work experience. Master's Degree preferred.
2. Significant track record of successful, progressive, and applicable experience in the leadership and management of information technology services, with at least five years of management experience working with a broad array of technologies. Prior experience in an educational environment is highly desirable.
3. Demonstrate a clear vision of the comprehensive role of information technology in higher education, including academic programs, student and alumni services, library services, and administrative functions.
4. Excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
5. Ability to develop constructive and cooperative working relationships with others and maintain them over time.
6. Ability to encourage and build mutual trust, respect, and cooperation among team members.

7. Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
8. Hands on technology experience to include but not limited to:
 - a. Microsoft Windows Desktop and Server Operating Systems and management tools
 - b. Microsoft Office and Microsoft 365
 - c. Database Management including SQL, MySQL, and Oracle
 - d. Instructure Canvas experience including end user training, maintenance, and troubleshooting
 - e. Panopto environment management and support
 - f. Active Directory Management including support technologies (GPO, DNS, DHCP, etc....)
 - g. Cloud computing (AWS, Azure, Google Cloud Platform)
 - h. Firewall technologies to include content and application filtering, traffic shaping, and network management
 - i. Linux experience
 - j. Network management including VLANs and routing
 - k. Wi-Fi security, tuning, and troubleshooting
 - l. Classroom technology (hardware and software) installation, maintenance, support, and user training.
 - m. Computer imaging technologies, application package creation, deployments
 - n. VOIP
 - o. Printer hardware and management
 - p. Physical security including access control and cameras
9. Background check required on our finalist.
10. Ability to maintain confidentiality in performance of duties.
11. Personal commitment to supporting and advancing the mission of the seminary.