



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

**POSITION:** **Assistant Director of Information Technology**  
CTC Professional 18  
12 Month, Full-Time (35 hours per week), Tenure-Track Position

**ANTICIPATED STARTING DATE:** June 2014

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Computer Science or related technological discipline together with two to five years of experience in computer system, network and software design, development and implementation with one to two years of experience in supervision of others. Strong technical skills in Networking, Active Directory, Group Policy, and hardware/software support essential. Effective interpersonal, team, oral and written communication skills.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

**PREFERRED QUALIFICATIONS:** Windows server OS, Windows Networking (client), Macintosh OSX server, Dell AppAssure, WSUS, McAfee ePolicy Orchestrator, McAfee Anti-Virus, McAfee EndPoint Encryption, PC image building/testing, HP Wireless Edge Services, Cisco CallManager, Cisco Unity, Microsoft Office, Faronics DeepFreeze server administration, Faronics Insight, Windows 7 and 8, and Visual Basic scripting.

**RESPONSIBILITIES:** Provide information technology services in support of the College's learning mission through effective performance in these essential functional areas: Operation of the College's information technology and Telecommunication technology systems, including Active Directory management, network infrastructure management and support, and server administration; Design, development and implementation of hardware and software distribution methodologies; Training, development, and supervision of assigned staff; Direct service to staff and faculty in support of deployed hardware and software throughout campus, including troubleshooting network, hardware and software issues; Guidance and assistance to faculty, students and staff in use of information technology systems; perform related duties as required.

**MINIMUM SALARY:** \$59,471 approximate annual, including a full State of Connecticut benefit package.

**TO APPLY:** Submit letter of intent, resume, Board Application (found at [www.asnuntuck.edu](http://www.asnuntuck.edu) – Employment tab) and the names of three references to:

Asnuntuck Community College  
Human Resources – **JOB CODE: IT**  
170 Elm Street, Enfield, CT 06082  
Email: AS-Administration-HR@asnuntuck.edu  
Fax: (860) 253-3069

**APPLICATION DEADLINE:** Application materials must be received on or before May 9, 2014

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, [mmchenry@asnuntuck.edu](mailto:mmchenry@asnuntuck.edu) (869) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.