Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Administrative software applications are available and reliable for end users
- Security and integrity of administrative databases is achieved
- New projects are prioritized, developed and/or implemented as needed
- Oversight is provided for the work activities of the enterprise applications team members
- Projects are completed on time and stay within budget
- Technical leadership is provided to the Information Technology department
- Future direction of enterprise applications are charted and the implications to the enterprise are considered
- End user needs are proactively anticipated
- Team and departmental planning sessions occur regularly with full participation
- Regular, timely performance planning and evaluation for direct reports is evaluated

Essential Duties and Responsibilities:
- Properly maintains administrative software applications
- Assigns project work to direct reports and manages goals to be on time and within budget
- Coaches and evaluates direct reports in learning new skills, time management and task management
- Collaborates with other IT department members to accomplish objectives
- Documents processes and procedures
- Enlists specialized contract work when appropriate
- Ensures that team members have necessary training
- Details and plans project activities
- Provides end users with appropriate information and tools for assessing impact of software changes
- Recommends hardware and/or software purchases as necessary
- Reviews, prioritizes and schedules new project requests
- Applies software patches and/or new versions are installed as necessary
- Supports end users with problems or questions
- Uses work-order system to record and report team activity and work requests

Secondary Responsibilities:
- Trains end users on software use
- Contributes as a leader and team member to cross-functional projects in IT and with other campus constituents

Positions Supervised:
- Enterprise Application Specialist – 1
- Middleware Developer – 1
- Applications Development Specialist - 1

Major Contacts:
- CIO
- Director of IT
Saint Michael’s College
Job Description
Job Title: Assistant Director for Enterprise Applications

- Other IT Assistant Directors
- Accounts Payable Specialist
- Administrative Assistants
- Associate Director of Human Resources
- Director of Admissions
- Director of Finance
- Faculty
- Purchasing Specialist
- Registrar
- Senior Associate Directors of Admissions
- Students and their parents
- Vendors, technical consultants and salespeople

**Demonstrates Excellence:**
- Shows commitment to the Information Technology department’s mission of providing a robust technology environment for the students, faculty and staff of Saint Michael’s College
- Understands the important role of the department as primary information technology provider on the SMC campus
- Demonstrates a sound understanding of academic and business processes/cycles that the department supports
- Displays an awareness of how the technologies deployed by the department affect those who use them
- Clearly understands the impact of change on customers and vendors/partners
- Creates stimulating, proactive communication plans and consistently completes projects on time and on budget
- Takes on new challenges willingly to enhance services provided by the department and for the betterment of the College
- Assumes responsibility for outcomes and takes appropriate action to ensure individual and team success
- Remains open to continuous evaluation and improvement at all times

**Education and Work Experience:**
- Bachelor’s degree or equivalent combination of education and experience
- Degree in Information Technology or Information Systems Management
- 5+ years working in an Information Technology department developing, deploying and supporting enterprise applications
- Previous leadership performance for a mid to large scale project of significant impact

**Analytic Skills:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills:**

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>wfhk</th>
<th>x</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
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<tbody>
<tr>
<td>Microsoft Word</td>
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<td>Microsoft Excel</td>
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<td>Microsoft Publisher</td>
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<td>Microsoft Outlook</td>
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<tr>
<td>Adobe Photoshop</td>
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<tr>
<td>Adobe Acrobat</td>
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<td>Datatel</td>
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<td>Internet Research</td>
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</table>

**Computer/Technology Skills (continued):**

Other:
- Unix Operating System: None wfhk x Intermediate Highly Proficient
Saint Michael’s College
Job Description
Job Title: Assistant Director for Enterprise Applications

<table>
<thead>
<tr>
<th>Windows O/S</th>
<th>None</th>
<th>working knowledge</th>
<th>intermediate</th>
<th><em>x</em> highly proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming</td>
<td>None</td>
<td>working knowledge</td>
<td>intermediate</td>
<td><em>x</em> highly proficient</td>
</tr>
<tr>
<td>Microsoft Access</td>
<td>None</td>
<td>working knowledge</td>
<td>intermediate</td>
<td>___ highly proficient</td>
</tr>
<tr>
<td>Microsoft Frontpage</td>
<td>None</td>
<td>working knowledge</td>
<td><em>x</em> intermediate</td>
<td>___ highly proficient</td>
</tr>
</tbody>
</table>

**Licenses, Certifications and Other Requirements:**
• None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Assistant Director for Enterprise Applications, occasionally the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
• Availability to work some weekends and evenings at the start of new semesters, when incidents occur off hours and as requested by management
• Capacity for occasional overnight travel for conferences, training and meetings
• Excellent written and verbal communication skills, with a sharp customer service focus
• Ability for problem solving and analysis skills

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.