

Manor College
Jenkintown Pennsylvania 19046

Position: IT and Plant Operations Officer

Classification: Administration

Department: IT

Reports to: President of Manor College

Job Summary

The IT and Plant Operations Officer will perform varying and complex responsibilities in a high-visibility, fast-paced environment to ensure accomplishment of Manor's overall mission. Primary duties include maintaining constant communication with staff and vendors to ensure proper IT and Plant / Facilities operations of the college. Manors campus located in Jenkintown, PA. Other broad responsibilities include Research, Develop, Implement, and Maintain compliances in and around NIST800-171,NIST800-056,CIS,OSHA. This position requires an individual who works with considerable independence and initiative as an Operations Officer, exercising sound judgment in accomplishing the projects assigned. Attention to detail, accuracy, and sensitivity to confidential information in addition to written and oral communication, technical, and time management skills are necessary. Requires competency in management and personnel relations.

Responsibilities

- Lead the vision for all IT operations
- Lead, motivate, and support a small team within a time-sensitive and demanding environment, including career development plans for direct reports and problem resolution
- Manage data collection for the updating of metrics to achieve productivity targets, reduce cost, eliminate errors, and deliver excellent customer service
- Lead the operations, assistance and oversight of various software applications
- Lead and implement the vision for the synergy of software and hardware campus-wide
- Partner with cross-functional teams to improve proprietary tools and systems
- Work closely with legal and safety departments to ensure that activities remain compliant
- Oversee materials and inventory
- Conduct budget reviews and report cost plans to upper management
- Assist with and oversee plant operations that are day to day and project based, including maintenance, light construction, custodial, etc.
- Build RFP's and oversee contractors work, ensuring accountability.
- Increase the efficiency of existing processes and procedures to enhance the college's internal capacity
- Ensure that operational activities remain on time and within budget
- Track staffing requirements, hiring new employees as needed
- Oversee all Applications And Integrations utilized by the Student Information System

Required skills and qualifications

- The ability to uphold and promote the college's Catholic Basilian mission and its Core Values as described on the college's website.
- Two or more years of proven success in a management role
- Strong skills in budget development and oversight

- Excellent ability to delegate responsibilities while maintaining organizational control of departments and customer service
- Proficiency in conflict management and business negotiation processes
- Knowledge of business productivity software and an aptitude for learning new applications
- Working exceptionally well with others as someone who serves the needs of students and employees on campus, having a positive can-do attitude.
- The ability to get things done with accountability.

Preferred skills and qualifications

- Bachelor's degree (or equivalent) in management, business administration, or related field
- Working knowledge of management software programs, including Azure, Google Workplace, Anthology Student, Slate, Microsoft Office 365, Powershell
- Strong IT skills, including database development
- Multiple years Facility Management
- Ticketing System
- Ubiquiti Certification for enterprise network
- DNS, DHCP
- Group Policy
- Powershell

How to Apply:

How to Apply Qualified individuals should email their resume including a cover letter with salary requirements to the attention of Human Resources at jobs@manor.edu. The subject line should read IT and Plant.

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.