

# LaSallian Educational and Research Initiatives



## IT Manager

Work from home position with occasional in-office hours  
(Must live within 100 miles of Winona, MN)

Responsible for directing the day-to-day activities and long-term vision of the IT Department and its staff, ensuring performance standards and service levels are met. Managing and leading team involving infrastructure, application development, and support. Ensuring business goals are met with the support of IT.

### Primary Responsibilities:

- Develop, implement, and manage IT Department.
- Direct and develop IT staff/personnel (1-3).
- Ensure IT System integrity and security.
- Develop, track, and control IT budget.
- Investigate, review, and recommend IT improvements (software, technology).
- Oversee third-part IT services/vendors.
- Assist and mentor other staff with administration of servers, workstations, printers, desk phones, smartphones, software deployment, security updates, wireless networks, switches, and patching.
- Assist and mentor other staff with installation and upgrade of computer components and software, manage virtual servers, and integrate automation processes.
- Assist and mentor other staff with troubleshooting hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- Assist and mentor other staff with Azure and O365 Administration
- Strong attention to detail when planning future implementations, migrations, and integrations.
- Assist and mentor other staff with set up and maintaining user accounts, permissions, access rights and software licenses/subscriptions.
- Maintain accurate inventory and asset listing of IT Equipment.
- Assist with and document software, hardware and system security maintenance.
- Assist and mentor other staff with evaluating and modifying system performance.
- Assist and mentor other staff with updating systems with patching, versions, and security fixes.

## **Knowledge and skills:**

- Bachelor's Degree in IT, IS, or Computer Science strongly preferred.
- 5+ years of IT experience.
- 2+ years of formal management/supervision experience with IT function(s).
- Considerable familiarity/experience with MS Azure and O365 required
- Experience effectively and consistently managing information technology departmental resources to meet organizational needs.
- Experience effectively and consistently prioritizing tasks and meeting short and long-term deadlines including large information technology projects.
- A strong desire to provide quality customer service to meet organizational needs.
- Ability to learn new technologies and to research, recommend, schedule and perform implementations that support and assist with business processes.
- Demonstration of excellent skills in oral and written communication, leadership and the ability to communicate technical information on a non-technical level.
- Strong problem-solving abilities.
- Strong willingness to document processes and solutions.
- Ability to work well under pressure with multiple demands.
- Excellent teamwork and communication skills.
- Skilled in trouble shooting hardware and software problems.
- Working knowledge of project management that include: strategic planning, budget development, and software applications.
- Able to prioritize and meet deadlines.
- Other duties as assigned.

*We strive to recruit, develop, and retain talented people from diverse communities and foster a culture of inclusion within our organization. We welcome and encourage applicants of all backgrounds and identities to apply. As an equal opportunity employer, we recognize that our strength lies in our people.*

To apply, please send your resume and cover letter to: [Humanresources@smp.org](mailto:Humanresources@smp.org)