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**Job Description –Associate Director of Information Services Center**

Department: IT Office Report to: Vice Chancellor

**Position Summary**

* Take charge of all tasks and work in Information Services Center for the time being, coordinate working relationship with other departments, and with Kean US.
* Responsible to the overall planning of campus information construction, the setting of phased work plans, the allocation and implementation of tasks.
* Through organizing information center professional, assist Campus Planning & Infrastructure department building campus intellectualized system in new project.
* Pay close attention to the latest releases of Information Technology, research on the trends of IT development in domestic and international universities, try to lead campus construction and management with Information Technology.
* Enhance the internal management and culture building in ISC, encourage ISC staff members to update and further develop their professional knowledge and skills.

**Preferred Qualification**

* Master degree or above, in computer science or other related majors.
* A professional title in senior engineer (or above).
* Systematically master in the principle of data communication, computer networks, computer system, LAN, WAN, Internet technology, network computing environment and network applications, various network products, network security and information safety, and security protection products. Work experience and abilities in the design, arrangement and management in median or large scale of networks.
* Be familiar with the development standard and process of information systems, common IT standards, mainstream intermediaries and application server platforms. Master in software modeling and the fundamental skills in system structure design.
* Over 5 years of working experience in related fields.
* Proven records of supervision experience in online education.
* Fluent in English listening, speaking, reading and writing. Candidate with overseas education background.

**岗位书 - 信息中心副主任**

部门：信息中心 汇报：分管校领导

**岗位职责：**

1. 暂时全面主持中心工作，协调中心与各职能部门的工作关系，协调中心与美肯信息中心的工作关系。
2. 负责校园信息化建设总体规划，并制订阶段性工作计划，统筹负责组织实施。
3. 牵头协同校建部进行新建楼宇校园智能化系统的建设。
4. 关注信息技术前沿，研究国内外高校信息化发展动态，以信息化技术引领相关校园建设、管理工作。
5. 强化中心内部管理和文化建设，督促中心工作人员进行必要的知识更新和专业技术培训等。

**优先条件**

1. 计算机及相关专业硕士及以上学位；
2. 高级工程师及以上技术职称；
3. 系统掌握数据通信基本原理、计算机网络的原理、计算机系统的基本原理、局域网、广域网、Internet的技术、网络计算环境与网络应用、各类网络产品及其应用规范、网络安全和信息安全技术、安全产品及其应用规范；具备大中型网络设计、部署和管理的实践经验和能力。
4. 熟悉信息系统开发过程、开发标准、常用信息技术标准、主流的中间件和应用服务器平台；掌握软件系统建模、系统架构设计基本技术；
5. 具备5年以上相关技术管理工作经验；
6. 有在线教育管理经验的相关佐证记录。
7. 英语听、说、读、写熟练；有海外留学背景。