

Posted June 15, 2021



**ST. FRANCIS XAVIER
UNIVERSITY**

Manager, Management Information Systems Information Technology Services

StFX is a top-ranking Canadian university, and we are seeking a Manager, MIS to join our IT Services team reporting to the Director, IT Services. The Manager, MIS is responsible for the management and operation of the University's information systems and MIS support team. As part of the IT Services management team this position is responsible for technology planning and operational activities including developing long term plans for institution-wide technology initiatives, development of an annual department business plan, professional development planning, and identifying requirements for and researching solutions to technology issues. The Manager, IT is responsible for developing innovative solutions and being proactive in the improvement of client experience.

Responsibilities:

- Develop, communicate, and execute an annual IT Services business plan providing regular updates on progress and changes as part of the IT Service management team.
- Proactively pursue improvements to the overall IT experience for users by developing policies and procedures jointly with senior management and staff.
- Lead the planning and implementation of IT projects including developing project plans and documentation, coordination of team activities, defining scope, establishing goals and deliverables, managing budget, and reporting.
- Analyze business requirements working with stakeholders across the institutions to develop solutions for.
- Develop, implement, and monitor operational policy and process
- Participate in the resolution of complex technical issues.
- Management of a team of analysts including goal and priority setting, performance management and professional development.
- Budget management for areas of responsibility including planning and monitoring, invoice submission, credit card monitoring and reporting and annual budget submissions and projections.
- Procure services and technology including assisting in RFP development and execution.
- Develop and maintain relationships with internal and external service providers.
- Communications to campus including service updates, training materials, etc.

Qualifications/Skills:

- A Bachelor's degree in a related field.
- Seven+ years progressive experience in IT support or related field
- Management of IT teams
- Budget management and reporting
- Experience in a University environment is considered an asset
- Strong organizational skills and excellent interpersonal skills;
- Strong work ethic and success at working in a team environment
- Excellent written and oral communication skills;
- Ability to handle multiple projects, meet deadlines and follow-up
- Experience working and interacting with clients is essential

Application review will begin August 2 and will continue until the position is filled. To express your interest in this role, please direct your application including detailed resume in confidence to:

**Human Resources
St. Francis Xavier University
Email: careers@stfx.ca**

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities, members of sexual minority groups