

# SEATTLE PACIFIC UNIVERSITY

## JOB DESCRIPTION

REVISED: 7/20/2017

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JOB TITLE: Manager of Information Systems, Instructor  
POSITION #: 150807  
DEPARTMENT: School of Business, Government, and Economics  
REPORTS TO: Dean  
SUPERVISES: NA  
FLSA STATUS: EXEMPT:  X  NONEXEMPT: \_\_\_\_\_

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### **GENERAL SUMMARY:**

Chief information officer, technology manager, and webmaster for the School of Business, Government, and Economics. Also includes significant teaching, advising, communications, and facilities responsibilities.

### **ESSENTIAL JOB DUTIES:**

**(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)**

<u>JOB DUTIES</u>	<u>% of Total Work</u>
1. <b>INFORMATION:</b> SBGE liaison with SAS on <i>Time Schedule</i> ; collect, analyze, and report on course evaluations, assessment of learning, syllabi, accreditation, and other academic data; coordinate the onboarding of adjunct faculty; perform a variety of data management tasks in service to all in SBGE.	15%
2. <b>TECHNOLOGY:</b> SBGE liaison with CIS; SBGE webmaster; perform hardware and software training and triage; technology purchasing; manage SharePoint access and site, and Security Group Toolbox; oversee instructional and administrative technology needs of the school.	20%
3. <b>COMMUNICATION:</b> edit and publish weekly <i>SBGE Undergraduate eNews</i> newsletter; prepare PowerPoint presentations for events and foyer monitor; coordinate communication and web presence of honor societies and student clubs; event and portrait photographer; desktop publish forms, brochures, accreditation documents, certificates, etc. for all in SBGE.	20%
4. <b>BUILDING:</b> SBGE liaison with Facility and Project Management on McKenna Hall projects and maintenance, manage office moves (computers, phones, signage, keys, furnishings, etc.); building emergency coordinator (BEC); oversee use and scheduling of the multi-purpose Collaboration Lab; provide emergency maintenance as needed.	5%
5. <b>INSTRUCTOR:</b> teach all sections of BUS 1700 <i>Spreadsheets</i> ; serve as Certiport Authorized Testing Center (CATC) Organization Administrator; manage the SBGE Spreadsheet Competency Requirement; serve on school committees as assigned. Microsoft Office Specialist in Excel required.	35%
6. <b>ADVISOR:</b> advise all SBGE minors; serve as advisor for students whose faculty advisors are on leave or sabbatical; coordinate the annual honors event for three honor societies; assist with New Student Advising and Admission events as needed.	5%

Performs other related duties as assigned.