

The Students' Association of Mount Royal University (SAMRU) is a medium-sized, student-focused, non-profit organization. SAMRU is currently seeking an energetic and committed professional to complement our outstanding staff team. This is a permanent, full-time position.

IT MANAGER

The IT Manager is responsible for help desk functions for all workstations (approximately 50 PCs and 3 Macs); as well as technical support for business operations; server maintenance, monitoring and setup; network design, implementation and maintenance; security administration; and development of an in-house POS system. Responsibilities also include supervision of one full-time assistant.

The successful candidate will have the following experience and credentials:

- A completed Computer Science degree, relevant certification or diploma;
- At least one year of related experience;
- Supervisory experience;
- Excellent judgment, solid planning and project management skills;
- Strong solution-oriented decision-making skills;
- Demonstrable project documentation skills;
- Ability to communicate technical concepts to non-technical co-workers;
- High level of proficiency with MS Windows Server 2003, Exchange Server 2003, MS Windows XP and XP SP 2, Microsoft Office Suite is essential. MCSE and/or networking certification;
- Proficiency with Visual C# .NET programming, interacting with a Microsoft SQL database;
- Working knowledge of Active Directory services, print services, DNS services, file sharing, DHCP, and IIS services on a MS Windows Server 2003 server, as well as familiarity with routers using NAT and Linux-based (iptables) firewall;
- Understanding of database design, MS SQL 2000 and/or SQL is an asset;
- Familiarity with backup systems;
- Ability to work independently and with a team; a self-starter capable of initiating and monitoring own work and the work of others;
- High level of attention to details;
- a strong 'customer-oriented' ethic; and
- Excellent organizational, time management and multi-tasking skills.
- Non-profit experience would be an asset.

This is a full-time, permanent position. It is expected that the successful candidate will work regular daytime hours but occasional evening and weekend work may also be required. The starting salary is \$48,500 per year. The Students' Association also offers many additional monetary and non-monetary benefits to its employees. Employees are entitled to health and dental benefits at no cost as 100% of the premiums are covered by the organization as well as any Alberta Health Care premiums. Employees also enjoy a progressive, 35 hour work week and a policy on flextime which allows employees to bank time during peak periods and "flex-off" during slow ones. Our annual holiday closure in December is one week and starting vacation entitlement is three weeks vacation to start, increasing with seniority to a total of 25 days per year.

Candidates are invited to submit their resume by 4:30 pm on August 9, 2010 to John Hadley at:

- E-mail: j.hadley@samru.ca

No telephone inquiries please. Only those candidates selected for an interview will be contacted.

We are the collective voice of our members

We create change through advocacy

We inspire growth through engagement

We serve students to help them succeed

For more information about our organization, please visit our web site at: www.samru.ca