



Want to work for a University Worth Discovering?

**WESTERN NEW MEXICO UNIVERSITY'S
SCHOOL OF EDUCATION
IS RECRUITING FOR A
INFORMATION RESOURCES MANAGER
(Job Code 114/Full-Time/Exempt)**

RESPONSIBILITIES: Under direct supervision of the Dean, provides leadership, consultation, and expertise in the establishment of information management services, and systems to support accreditation and/or educational activities within the School of Education at Western New Mexico University. Develops and supports applications (relational database, web-interface/web portal, etc...) using basic to advanced SQL Server T-SQL stored procedures. Facilitates and performs data integration with external vendors, primarily using SQL Server XML. Supports ETL (extract, transform, and load) data jobs. Maintains compliance and overall database security. Plans and implements procedures to address disaster recovery planning, backups, and restores. Plans and implements for performance tuning. Completes installation/configuration of service packs and patches. Monitors and takes a lead role in capacity planning. Plans and coordinates projects for the establishment and implementation of information management services; develops and establishes project goals, objectives, timelines, workflow, and operating procedures. Serves as primary point of liaison, consultation, and expertise to the dean in the access and use of information retrieval services and database/information search systems. Develops, implements, and maintains quality and productivity standards for the delivery of information to the dean; participates in operational planning and policy development pertaining to delivery of services. Provides formal instruction to faculty, staff, and others as appropriate in the development of skills in the effective use of the input of information and data retrieval resources. Maintains, updates, designs, and develops the School of Education's departmental web site according to the Dean's direction; and performs other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED equivalent with at least 5 years experience working with information systems that is directly related to the duties and responsibilities specified.

PREFERRED QUALIFICATIONS: Bachelor's degree in Computer Science or completed training in any of the following certifications: CCNA, CCNP, CCIE, Linux LPI, Red Hat Network Engineer (RHNE) is preferred. Experience with diverse groups and Proficiency in Spanish. Experience in working with faculty in a higher education setting.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS AS FOLLOWS: Knowledge of the principles, practices, methods, and techniques of computer systems management; Knowledge of operating systems and applicable programming languages including BASIC; C; Microsoft SQL Server 2005/2008 (or MySQL): database maintenance and administration, SQL queries and T-SQL stored procedures, reporting services 2005/2008 development, and data integration using XML; Visual Studio 2008/2010: ASP, ASP.Net, IIS, WSS 3.0, and MS Office Enterprise development and basic to advanced web application/portal development and integration; Ability to plan, organize, and oversee the operations of an information service activity; Ability to develop and present educational programs and/or workshops; Strong interpersonal and communication skills; Ability to work effectively with a wide range of constituencies in a diverse community; Ability to develop, plan, and implement short and long range goals; Knowledge of all facets of information management operations; Ability to provide technical advice, guidance, and support to professional staff in area of specialty; Skill in the use of the Internet, World Wide Web, and various network functions; Skill in web page and web site design and development; Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures; Skill in organizing resources and establishing priorities; Ability to identify alternative funding/revenue sources within area of specialty; and Knowledge of resources in area of expertise.

SALARY: \$30,000 Annually

TO APPLY: Submit a WNMU application, a letter of intent, resume, a copy of High School Diploma or GED equivalent or a copy of unofficial transcripts, and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. (*The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is directly behind the School of Nursing building*). The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.

Review will begin on Monday, December 5, 2011 and continues until filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. Women and minorities are encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**