

CISP is seeking an IT MANAGER

General Position Overview

The IT Manager is responsible for the strategic oversight, administration, and security of all IT systems and infrastructure. The ideal candidate is a hands-on technical expert and a strategic thinker who will manage everything from network infrastructure to end-user support.

Main Responsibilities

- Advise the school's leadership on technology strategy, infrastructure, and investments to align with the CISP Technology Plan.
- Manage vendor relationships, including the evaluation, procurement, and implementation of new hardware, software, and services.
- Develop, maintain, and enforce IT policies, procedures, and best practices.
- Manage all software licensing (e.g., Microsoft, Adobe) and hardware upgrade schedules to ensure compliance and operational readiness.
- Maintain comprehensive documentation for all IT systems, processes, and network configurations.

Professional Requirements

- Bachelor's degree in Information Technology, Computer Science, or a related field is preferred.
- A minimum of 3-5 years of hands-on experience in IT systems and network administration.
- Relevant certifications (e.g. MCSE, VCP, CompTIA Network+) are highly desirable
- Knowledgeable in virtualization (VMware vSphere), server administration (Microsoft Server 2016+), networking (TCP/IP, VLANs, routing, SDN), cloud platforms (Google Workspace for Education), operating systems (Windows, macOS, Chrome OS), and security (security principles, data backup, restoration procedures)