Beta Theta Pi Fraternity & Foundation
Position Description

Title	Associate Director of Information Technology
Department	Business Operations
Reports to	IT Product Director
Minimum Qualifications	2-5 years general IT experience - Familiar with membership system support experience - Understanding of Salesforce database architecture - Proficient in Microsoft Azure and Active Directory - Experience supporting Windows 11 and Office 365 - Familiarity with member-based organizations - Bachelor's degree in computer science or information systems - Demonstrated leadership - Professional conduct and appearance* ** Conservative business attire is the standard dress code for the office. Both business casual and business professional attire will be required.*
Term of Appointment	Seeking a commitment for 3-4 years of at-will employment
Start Date	At a mutually agreed upon time and as soon as practical.
Location	Oxford, OH or hybrid

Vision, Mission, Values & Priorities of Beta Theta Pi (www.beta.org)

Vision	Every member will live Beta Theta Pi's values.	
Mission	To develop men of principle for a principled life.	
Core Values	**Mutual Assistance**	Betas believe that men are mutually obligated to help others in the honorable labors and aspirations of life.
	Intellectual Growth	Betas are devoted to continually cultivating their minds, including high standards of academic achievement.
	Trust	Betas develop absolute faith and confidence in one another by being true to themselves and others.
	Responsible Conduct	Betas choose to act responsibly, weighing the consequences of their actions on themselves and those around them.
	Integrity	Betas preserve their character by doing what is morally right and demanding the same from their brothers
Strategic Priority Areas	The promotion of Brotherhood, Personal Growth and a sense of Home at every level of the Fraternity.	

Impact Statement

The Associate Director is responsible for managing and maintaining Beta Theta Pi's physical technology solutions, the ongoing maintenance and upkeep, providing help desk support for employees, and ensuring optimal performance, integrity, and security of our systems.

Overall Job Responsibilities

1. Technical Expert

   - Establish Policies and Best Practices on the use of technology at Beta Theta Pi
   - Lend expertise to internal departments and task forces as needed
   - Identify emerging technologies to be added to or integrated with the existing infrastructure in support or the overall efforts and programs of the Fraternity

2. Systems Administrator

   - Maintain the integrity and continual operation of the Beta Theta Pi network
   - Ensure the continual functioning of mission critical applications
   - Maintain security and privacy of the information systems, communication lines, and equipment

3. Data Manager

   - Oversee the scheduling of database jobs/scripts, database and transaction log backups, notifications, and data synchronization/replication
   - Create and optimize automation processes
   - Research, modify, and amend data in the membership system
   - Provide technical designs, reports, documentation, and other materials required by staff and vendors
   - Create and maintain database reporting systems
   - Maintain a test database environment

4. Help Desk

   - First line of support for computing hardware including servers, laptops/desktops, internet connectivity, and peripherals
   - Configure hardware and software utilized by Beta Theta Pi staff
   - Assists office staff in the use of software applications (e.g., creation of database reports)
   - Train and provide technical direction to staff as needed
   - Manage the configuration and support of office telephone system and smart phones

5. Project Management

   - Assist Director of IT with all IT-related purchasing and budget usage; works with Finance to develop budgets
   - Helps establish and build relationships with technology vendors
   - Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages
   - Assist IT with capacity planning and scheduling vendor negotiations related to IT
   - Plan and execute projects assigned within the strategic initiative of Beta Theta Pi

Competencies

Competency	Definition
Problem Solving	Assesses situations and takes appropriate measures to resolve – both at a high level as well as hands-on
Innovation & Strategic Thinking	Takes risks and challenges the process; considers the long-term implications of daily work through critical thinking and/or assessment
Risk Assessment	Evaluates technology initiatives thoroughly to provide thoughtful recommendations beyond the scope of technological advancement
Project/Task Management	Exhibits skills in advance planning, coordinating logistics; pays close attention to details
Collaboration	Understands the role of IT within a larger organization and works in partnership with team members at all levels within the organization to achieve desired results
Uses Sound Decision Making & Judgment	Effectively and critically examines issues and problems and makes judgments in line with organizational values
Change Management	Anticipates and plans for a rapidly changing environment; adapts quickly to change
Communications	Demonstrates timely and clear communication to an audience of varied technical ability and understanding