OUR SCHOOL

Shawnigan Lake School is a leading co-educational, university preparatory boarding school on Vancouver Island. Nestled along the shores of the lake that shares its name, Shawnigan has a 100-year tradition of excellence, specializing in a complete education. It is the largest boarding school in Canada. We offer a very competitive compensation package and a nurturing, family-friendly workplace.

JOB DESCRIPTION

INFORMATION TECHNOLOGY MANAGER

Shawnigan Lake School requires a conscientious, highly motivated and career minded **Information Technology Manager** to ensure the effective operation of information technology (IT) services and support across our organization. This individual will oversee IT project management, resource management, supervision of IT staff and communicate with the senior management team, department leaders and end users; both staff and students.

The IT Manager will also work with senior management on IT strategic and tactical planning, as well as the identification, selection and deployment of appropriate technological resources that will support the School's goals and objectives. Other duties may be assigned as necessary.

REQUIREMENTS

- Post-secondary degree or diploma in computer science or an acceptable combination of education and relevant experience
- Five years of direct work experience in an IT management capacity
- Sound leadership, staff management and team building skills
- Highly effective project management skills
- High degree of resourcefulness, flexibility and adaptability
- Strong prioritization skills
- Effective communication skills with individuals at all levels of the organization
- Ability to explain technical concepts and theories to non-technical audiences
- Strong customer service and troubleshooting skills
- Some experience managing budgets for an IT department
- Advanced overall knowledge of networking, operating system and server architectures
- Advanced overall knowledge of Web design/application principles and tools
- Proficiency with databases
- Proficiency with VPN networks, firewalls, encryption and other aspects of network security technologies
- Excellent social media expertise

NEXT STEPS

Salary is competitive with applicable IT Manager rates and commensurate with experience and training. This full-time position includes a very competitive benefits package.

To apply, please send a cover letter and resume to Phil Graham, CFO & Business Manager by **Friday, Dec. 2, 2016** via confidential email at pgraham@shawnigan.ca.