

# POSITION ANNOUNCEMENT

Bethany College

Lindsborg, Kansas

## Director of Information Services

### POSITION

Full-time Exempt Level Position

### BETHANY COLLEGE:

Bethany College is a small, growing college committed to quality liberal arts and science education. We seek staff members who share our passion for undergraduate education and who are committed to the mission, values, and identity of the College. To learn about Bethany College, visit:

<http://www.bethanylb.edu/about/>

Bethany College is located in Lindsborg, KS, a vibrant community identified as one of the best small towns in America to live and visit. To learn more about the Lindsborg community, visit

<http://www.lindsborgcity.org/index.aspx?NID=340>

### DEPARTMENT:

The position is in the Information Services Department.

### RESPONSIBILITIES:

Responsible for monitoring data integrity and the implementation of best practices and process for ensuring that accurate and reliable information is available to support campus management and operations.

The purpose of this position coordination of the various campus databases and related information management process.

### QUALIFICATIONS

Bachelor's degree from a four-year college or university

Familiar with basic IT database system or a high level of comfort with learning technology based systems – a working knowledge of Jenzabar CX/JX is very desirable.

Previous experience with Cognos or other ad-hoc reporting tools.

Previous experience and/or training in project management, or a commitment to learn project management skills and methodology.

### SALARY

Salary based on qualifications and experience.

### APPLICATION:

Review of applicants begins immediately and will continue until the position is filled. Send a letter of interest (in the position and Bethany College), current resume, and contact information for at least three references (references will not be contacted without candidate's consent).

*Bethany College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Bethany College complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*

Applications may be e-mailed (preferred) or mailed to:

Kristi Hays, Director of Human Resources  
Bethany College  
335 E. Swensson Street  
Lindsborg, KS 67456-1897  
[hr@bethanylb.edu](mailto:hr@bethanylb.edu)

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