Information Technology Manager

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Professional and Managerial Group

Information Technology Manager

School of Engineering, College of Engineering & Physical Science

Hiring #: 2022-0205

Please read the Application Instructions [1] before applying

Reporting to the Director of the School of Engineering, the Information Technology Manager will oversee all aspects of Information Technology (IT) within the School. Key responsibilities include: providing supervision, coaching, direction, and technical guidance to the IT team; administration and support of Linux and Windows servers, managing strategic IT projects; resource planning and budgeting; and ensuring the efficient delivery of IT services to end users.

As the direct supervisor of the School’s six IT staff, the IT manager is responsible for recruiting, on-boarding, training, and developing new employees, providing technical guidance and mentoring to the team, assigning tasks and monitoring their completion, resolving conflicts among team members, and managing planned and unplanned absences.

As an experienced IT administrator, the IT Manager will assist in planning for, deploying, and maintaining Linux and Windows servers used for teaching, administration, and researching within the School. This includes the implementation of new services, troubleshooting existing services, and developing automation to increase overall team efficiency. They will also be asked to provide advanced technical support to users and staff to address advanced Windows and Linux technical support issues.

The IT manager also acts as the project manager for medium to large IT projects pursued by the School. They are responsible for determining how a project fits in the School’s IT plan as well as viability of the project and likelihood of success. Once a project is approved to move forward, the IT Manager is responsible for communicating with project stakeholders, having input on architectural decisions (such as build versus buy), monitoring the completion of assigned tasks, and reporting back to stakeholders as appropriate.

Requirements of this position include: an undergraduate degree in Engineering, computer science, or related field plus six years of relevant IT experience. A combination of relevant education and experience may be considered. Additional requirements include: a proven ability to manage people and IT projects; experience with Windows and Linux server administration; experience with IT procurement practices in an enterprise environment; knowledge of software engineering techniques and best practices; strong written and verbal communication skills; demonstrated problem solving skills; and an up-to-date knowledge of best practices in the IT and Computer Engineering fields.

Position Number         126-127          
Classification               P05*          
Professional/Managerial Salary Bands [2]          
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 03 23
Closing Date: 2022 04 13 (extended)
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