ASSISTANT DIRECTOR OF CAMPUS CARD SERVICES
Information Technology Services

POSITION SUMMARY

Reporting to the Vice President for ITS & CIO, this position directs all technology applications supporting access control and ID card use at the college. This includes point of sale, meal plans, privilege access systems, ID card systems and card key access. A critical function of this position is collaborating with other ITS groups and departments for identity management of college constituencies by administering systems and workflows impacting students, faculty and staff.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Serves as the system administrator for multiple College-wide technology applications including access control systems, point of sale and identification systems. Performs routine and emergency maintenance of the systems. Analyzes and foresees future needs and makes suggestions for improvement. Serves on committees related to technology on campus.
- Acts as liaison and information source to both internal and external customers with regard to all aspects of the Card Services Office.
- Manages ID card access to meal/debit plans. Maintains meal plan information in the College’s Banner accounting system. Reconciles plan income to and Cbord system.
- Works closely with Campus Dining, Campus Safety, Residential Education and Conference Services to ensure proper and effective functioning and support for shared administrative functions.
- Oversees equipment maintenance and supplies budget for the card office areas.
- Coordinates hardware and software repairs and new installations with Facilities Management and ITS.
- Administers all aspects of vending including monthly reconciliation.
- Contributes to a total team management effort within the department, including many large special events, major projects and peak workload periods.
- Supervises staff and multiple student workers to manage the daily operations for card services.
- Performs other duties as needed or assigned.

QUALIFICATIONS

- Bachelor's degree required.
- Experience with Lenel, Onity, CBORD or other equivalent Identity and card management systems.
- Demonstrated evidence of successful and increasingly complex leadership, management, supervisory, and budget experience.
- Experience working in higher education information technology.
Demonstrated ability to successfully develop and maintain a very high level of service within a diverse team, including hiring, training, supervision, mentoring, performance review and disciplinary actions, as needed.

Experience and proven track record in the development and support of enterprise application services. Breadth and depth of knowledge of current technologies, architectures, development and support processes and project delivery methodologies.

At least five (5) years experience in information technology and/or leading access control and identity management systems.

Demonstrated integrity and ability to act as trusted advisor at the most senior levels in an organization with the ability to represent the CIO when required.

Experience with principles, practices, methods and techniques applicable to long-range and strategic technology planning.

Ability to respectfully work, communicate and provide leadership within a diverse campus community.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

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