



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

DIRECTOR OF INFORMATION TECHNOLOGY

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.).

Rooted in the Reformed tradition, PTS prepares women and men for ministries in established and emerging Christian communities around the world. With a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

Reporting to the Vice President for Finance & Administration, the Director of Information Technology provides strategic leadership and operational oversight for the Seminary's technology environment. The role is responsible for ensuring secure, reliable, and scalable technology systems that support academic, administrative, and operational goals across the institution. This position supervises the institution's information technology team.

ESSENTIAL DUTIES

Strategic Leadership & Administration

- Develop and execute the Seminary's IT strategic roadmap aligned with institutional priorities.
- Lead and supervise IT staff, contractors, consultants, and student workers.
- Manage IT budgeting, forecasting, purchasing, vendor relationships, and technology contracts.
- Oversee major technology projects, enterprise initiatives, and digital transformation efforts.
- Establish IT governance, policies, standards, and operational procedures.
- Promote technology adoption, collaboration, customer service, and user training across campus.

Cybersecurity, Compliance & Risk Management

- Lead institutional cybersecurity strategy, governance, and incident response planning.
- Oversee identity and access management, endpoint security, backups, disaster recovery, and monitoring systems.
- Ensure compliance with FERPA, HIPAA, PCI-DSS, and institutional data governance standards.
- Coordinate audits, risk assessments, penetration testing, remediation efforts, and vendor security reviews.
- Support institutional data protection and cybersecurity awareness training.

Infrastructure, Systems & Operations

- Manage daily IT operations including servers, networking, virtualization, cloud services, wireless, and telecommunications.
- Ensure uptime, reliability, lifecycle management, and performance monitoring of institutional systems.
- Oversee network infrastructure including routers, switches, firewalls, VPNs, and remote access systems.
- Manage server room operations, environmental monitoring, asset management, documentation, and backup processes.
- Provide Tier 1 and Tier 2 technical support, troubleshooting, user training, and helpdesk services.

Enterprise Applications & Data Services

- Provide oversight of enterprise applications, ERP systems, SaaS platforms, and system integrations.
- Manage ERP configuration, upgrades, testing, reporting, vendor coordination, and user support.
- Support institutional data governance, database management, reporting, and process improvements.

Audiovisual, Web & Campus Technology Services

- Oversee classroom, conference room, and campus audiovisual systems including conferencing, streaming, and recording technologies.
- Support live events, lecture capture, multimedia production, and classroom technology services.
- Manage website operations, CMS administration, hosting, security, and system integrations.
- Support campus security systems including surveillance, access control, and ID card infrastructure.

QUALIFICATIONS/REQUIREMENTS

- Proven experience in IT leadership roles
- Excellent communication and interpersonal skills
- Demonstrated analytical and organizational ability
- Familiarity with institutional compliance, vendor management, and technology training
- Strong collaboration with institutional stakeholders
- Ability to solve complex technical problems and deliver solutions under deadlines
- Strong cybersecurity and project management skills
- Ability to integrate technology into academic and administrative missions
- Supervisory skillsets
 - Leadership and team motivation
 - Adaptability
 - Team Leadership
 - Performance Management
 - Decision-Making
 - Conflict Resolution
 - Training and Development

EDUCATION/TRAINING/EXPERIENCE

Required

- Completion of a Bachelor's degree in Information Technology, Computer Science, Computer Information Systems.
- A minimum of 10 years of progressively responsible IT management experience including five years of management/supervisory experience.
- Experience in academic, faith-based, non-profit, or comparable industry.

Preferred

- Previous experience with HIPAA and FERPA.
- Advanced degree in a technology or business field and proven experience leading large-scale, complex projects is desired.

WORK ENVIRONMENT

Typical office; business hours are 8:30 a.m.-4:30 p.m. Remote work permitted Mondays and Fridays. In-office Tuesdays, Wednesdays, and Thursdays. Occasional travel (less than 10%).

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

TO APPLY

Interested candidates should submit a cover letter, a current resume, and the names and contact information (including email) for three references to careers@pts.edu. References will not be contacted without permission.

Review of applicant packets will begin on July 13th and the role is anticipated to start on or before September 15th. However, applicant packets will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on final candidates.