Director of Enterprise Technology

Purpose: After moving all of SAI's business operations to digital platforms in 2023-24 (QuickBooks, Movegistics, AppFolio, Salesforce, Squarespace, Homebase, RingCentral, Confluence, Slack, Dashlane) we're looking for an entrepreneurial individual who is excited by the opportunity to work closely with the Chief Technology Officer to **help build business analytics capabilities from scratch, automate tasks throughout Student Agencies' $4MM-revenue portfolio, and maximize the value of our newly implemented software platforms.** In this position, you'll gain experience that will help you in roles relating to project management, data analytics, consulting, information technology, business administration, and more. Throughout the role, you will get to know the enterprise software applications that are the lifeblood of the 6 different businesses we oversee.

Hourly Requirement: Part-time during the semester (10-15 hours/wk), preference will be given to candidates who can work full-time in Ithaca during the summer (30-40 hours/wk). *If you aren't sure if you can make the hourly commitment but still want to play a role in SAI's technological development, let us know.*

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities will show the broad tasks that the Director of Enterprise Technology is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

Main Responsibilities:

Work closely with the CTO to:
- Help implement a business intelligence platform to empower our managers with rich operational data.
- Work on meaningful tech projects to yield quantifiable results for each respective business.
- Identify and resolve operational inefficiencies with modern tools and processes.

Explore the ins and outs of various software:
- Learn how to use software applications such as QuickBooks, Movegistics, AppFolio, Homebase, and RingCentral

Keep the lights on:
- Work alongside the CTO to help resolve managers' and executive's trickiest technology problems.

What We're Looking For:

As the Director of Enterprise Technology, you'll become comfortable with solving complex problems that you've likely never seen before. You don't have to know everything, but we're counting on you to dive headfirst into problems with enthusiasm. Google, YouTube, internet forums, and how-to guides will become your sidekick in discovering solutions to tech problems across the team.

- someone who enjoys teaching themselves new skills.
- someone who is patient when helping others.
- someone interested in saving a business time and money using technology.

If this sounds like you, apply today!