

## **SENIOR DIRECTOR OF TECHNOLOGY W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

### **Position Summary**

The W.E. Upjohn Institute for Employment Research is seeking a talented and experienced technology professional to provide senior leadership for Institute technology functions. The new Senior Director will be responsible for the development and implementation of a strategic plan for technology, which will support short and long-term Institute mission and business objectives. The Senior Director of Technology is responsible for the technical environment and management of all technology functions for the Upjohn Institute. Responsibilities encompass the main campus in Kalamazoo, Michigan, as well as satellite offices in the surrounding counties. Areas of responsibility include oversight of cyber security; data management; business continuity protocols; network infrastructure; phone systems; software; hardware; end user support; and technology policy development and management. Provides input into website management as needed. The Senior Director is responsible for supervising Technology Specialist staff and reports to the Institute President.

### **Position Requirements**

The ideal candidate will possess a minimum of ten years of broad technology experience, demonstrating progressive responsibility in the aforementioned functions. Must possess a broad understanding of technology and practical applications. End user support experience required. Excellent verbal and written communication skills required. Demonstrated experience developing and managing collaborative relationships required. Experience managing technical projects required. Microsoft Office 365 administration experience required. Professional certification or degree preferred. Experience working with governmental agencies or in social sciences preferred.

### **About the W.E. Upjohn Institute for Employment Research**

Since 1932, the [Upjohn Institute](#) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

The Institute offers a competitive salary and generous benefit package.

### **Application Instructions**

Applicants should submit a resume and letter of interest, including salary requirements to [hr@upjohn.org](mailto:hr@upjohn.org).