

SOUTHWEST OHIO COMPUTER ASSOCIATION

JOB OPPORTUNITY

We are looking for a highly motivated and team oriented individual to help lead our Information Technology Center as the Associate Director. This position will assist the Executive Director in overall operations of a very productive and customer-centered IT Center. The individual will have management responsibilities and will assist with business development.

If you have interest in becoming a member of a highly effective team, this position offers an excellent benefit package; great work environment; and training opportunities!

Position title: Associate Director

Minimum Qualifications:

1. Bachelor's Degree
2. Management and/or Administrative Experience
3. Minimum five (5) years of experience in Information Technology, finance/business, and administration
4. Experience and ability to make effective oral and written presentations
5. Willingness/ability to work as a team member

Salary/Benefits: \$90,000 - \$105,000

Position Start Date: October 1, 2020

To Apply:

Please send a resume and cover letter via email or US Mail to:

Donna Davis Norris, Executive Director
3611 Hamilton Middletown Rd.
Hamilton, OH 45011

Phone: 513.869.4721

Email: donna@swoca.net

Applications will be accepted until the position is filled.

The SouthWest Ohio Computer Association is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans with Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Donna Davis Norris by the deadline.)