

## POSITION INFORMATION

Position Title	Director of Information Systems	
Number of Positions	1	
Position Location	Main Campus - Decatur	
FLSA Type	Exempt	
Number of Months	12	
Position Classification	Professional Staff	
Salary Range	Salary based on relevant experience and education.	
Anticipated Date of Appointment	Monday, August 3, 2026	

## FOR ADDITIONAL INFORMATION

Contact	Regena Boykin	
Contact Title	Dean of Information Technology	
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327	
Phone	(601)635-6269	
Email	rboykin@eccc.edu	

## POSITION SUMMARY INFORMATION

### Required Qualifications

1. Minimum of bachelor's degree in information technology or related field.
2. At least five years of experience in a position of information technology database area, including extensive use of Microsoft SQL and database administration.
3. Experience in a supervisory role.
4. Strong analytical, problem-solving, and troubleshooting skills across complex IT environments.
5. Excellent interpersonal and written communication skills.

### Preferred Qualifications

1. At least 5 years of experience in database administration and Microsoft SQL.
2. Experience in project management in the technology area.
3. Extensive expertise managing and optimizing ERP systems to support academic, financial, and administrative operations.
4. Demonstrated experience developing, managing, and maintaining system integrations between ERP platforms and third-party applications.

### General Statement of the Function

The Director of Information Systems will administer the College's information systems including the Student Information System (SIS), the Enterprise Resource Planning (ERP) System, and the SIS/ERP portal. The Director of Information Systems will supervise the Information Systems Data Coordinator in supporting the College's information systems, business auxiliary systems, and third-party software integrations. The Director of Information Systems will assist the Dean of Information Technology in developing short-range and long-range technology plans for the College. The Director of Information Systems will report to the Dean of Information Technology.

### Duties and Responsibilities

1. Administer the Student Information System (SIS), Jenzabar One;
2. Administer the Enterprise Resource Planning System (ERP), Jenzabar One;
3. Administer the SIS/ERP portal myEC, JICS;
4. Administer auxiliary business systems;
5. Support Microsoft Azure as it relates to staff and student accounts and third-party authentication;
6. Support third party software integrations including OmniGo, Canvas, and Raiser's Edge;
7. Supervise the Information Systems Data Coordinator in support of the College's information systems, auxiliary business systems, third-party software integrations, institutional, state and federal reporting;
8. Provide institutional, federal, and state reporting as needed;
9. Research and implement measures to improve information systems efficiency;
10. Provide information systems instruction and training for the administration, faculty, and staff;
11. Provide documentation for information systems procedures;
12. Assist the Dean of Information Technology in the development of short-range and long-range network technology plans; and
13. Perform other duties as assigned.

## APPLICATION DETAILS

Application Deadline	Thursday, June 11, 2026	
Internal Applications	Wednesday, May 27, 2026	Thursday, June 25, 2026
External Applications	Wednesday, May 27, 2026	Thursday, June 25, 2026
Interviews Completed By	Friday, July 10, 2026	
Successful Candidate Notified By	Friday, July 17, 2026	

## WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

## REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Final transcript for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

## THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

## EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: [compliance@eccc.edu](mailto:compliance@eccc.edu).

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