



Executive Director – Communications and Engineering Services

Bradley University invites nominations and applications for the position of Executive Director of Communications and Engineering Services (CES) within the division of Information Resources and Technology (IRT).

Bradley University is a distinctive, medium-size, comprehensive private institution of higher learning. The University is located on an 85-acre campus in Peoria, the largest metropolitan area in central Illinois. With approximately 5,000 undergraduate and 800 graduate students, Bradley offers the opportunities and choices of a larger university (with over 130 programs in five colleges, plus a graduate school) and the quality, personal attention, and challenge of a small private college. Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities. For additional information about the University visit www.bradley.edu.

The Executive provides leadership, development, and delivery of all digital and electronic infrastructure services to the University community, broadcast groups, and related organizations. Primary responsibilities include: campus communications infrastructure design, installation, and maintenance - analog/VoIP; RF infrastructure, premises distribution and management; budget and resource allocation; and broadcast engineering and supervision. The ED specifically works with the Computing Services, Network Administration group on the design and implementation of data network infrastructure. This unit is committed to professional integrity and excellence of service.

This is a full time position and reports to the Associate Provost for Information Resources and Technology for Bradley University functions. In addition, the Executive Director - CES works with the CEO of Public Television station WTVP to coordinate the engineering services that Bradley CES provides to the station on a contract basis. The Executive oversees a staff of seven – six broadcast and telecom staff and one support staff.

The successful candidate will hold a bachelor's degree in Electrical Engineering or a relevant technical field or equivalent experience; ability to successfully demonstrate leadership in designing and developing varied communication infrastructures; possess a minimum of ten years of increasingly responsible experience and budget, organizational, and communication skills and experience in management of technical personnel. The ability to lift 50 lbs or more; stooping, standing, climbing required; ability to access roofs and confined spaces required and ability to access non-ADA compliant facilities is required.

Please submit electronic application consisting of cover letter addressing the qualifications for the position, resume, and complete contact information for three professional references to:

**Chair, Communications and Engineering Services
Jobst Hall 226
Bradley University
Peoria, Illinois 61625**

The review of applications will begin immediately and continue until the position is filled.

Bradley University is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.

Position Description

JOB OBJECTIVE: This position leads and develops strategy for implementing leading edge information technology applications for the university and public radio and television stations; supervises and directs the efforts of staff in achieving operational and infrastructure objectives; and manages budget and resource allocations.

PRINCIPAL RESPONSIBILITIES:

- Successfully manage and direct the efforts of dual location staff in the processes to effectively vision, plan, and execute efficient and appealing resolutions to campus communication, network, and broadcast infrastructure and related IT systems. 50%
- Serve as IRT liaison to University Facilities group and actively represent all IT infrastructure needs to current and future renovation and new building projects. 20%
- Adeptly provide broadcast engineering leadership in support of NPR and PBS broadcast operations that maintain compliance beyond FCC regulation. 15%
- Collaboratively interact with IRT senior management team to identify and initiate strategic goals and objectives to continue the positive impact of IT on campus activities. 10%
- Staff development and improvement. 5%

WORK EXPERIENCE:

Applicants should

- have a minimum of ten years of increasingly responsible experience in one or more of the following areas : IP Networking, Telecommunications, Broadcast Engineering, Premises Distribution, or other related technical areas.
- possess excellent leadership, interpersonal, management, budget, organizational and communication skills.
- have in-depth knowledge of the administration, installation, and technical operation of voice, video, and data network infrastructures and related staff.
- Be familiar with:
 - VoIP telecommunications
 - NPR/PBS broadcast engineering
 - Grants and fundraising
 - Access systems
 - Project management/negotiations
 - Application of digital based communications
 - FCC licensing and compliance
 - A wide range of digital media and emerging technologies
 - SBE certification and a CDL are desirable

EDUCATION: A bachelor's degree in Electrical Engineering or relevant technical field or equivalent experience.

DUTIES AND RESPONSIBILITIES:

- Directs the planning, implementation, policies, procedures, and operations of CES.
- Works in concert with other departmental directors and managers on strategic planning, business planning, research and development, customer solutions, and system implementation activities.
- Oversees the formulation of plans and budgets for short and long range department initiatives where applicable.
- Assists in collaborative federal and state grant writing and reporting activities as required.
- Performs ongoing technological scans to identify from the University's perspective environmental changes, competitive technologies, and complementary technologies.
- Represents the University and station as appropriate when at trade shows, professional societies, and standards bodies.
- Functions as Chief Engineer of WCBU and WTVP. Oversees planning, operation and maintenance of broadcast technical facilities for the stations, including compliance with FCC technical Rules and Regulations. Supervises broadcast engineers engaged in radio and television.
- Oversees development and implementation of engineering projects for the IRT division consisting of needs analysis, conceptual design, implementation planning, resource allocation, and consultant and contractor evaluations. Creates, tracks, and consolidates multiple project budgets.
- Performs other duties as assigned.

ADDITIONAL RELATED KNOWLEDGE:

- Campus
 - Network Wiring
 - Familiar with distribution systems for all fiber, copper, cable TV or signal paths used in campus distribution systems.
 - Experience in design and layout of above distribution systems. Familiar with 7 layer OSI model.
 - Experience and background with data networking systems and protocols.
 - Familiar with networking hardware, test equipment, etc.
 - Work with Facilities, various departments, vendors, and the administration to plan, purchase, and execute installation of network wiring, certain equipment, etc. for new buildings on campus.
 - Review current campus network wiring and equipment to determine needed upgrades. Work with other departments and administration

to obtain approval and funding for desired upgrades and repairs. Coordinate installation of upgrades with CES staff and other campus groups.

- Telecommunications
 - Working knowledge of telecommunication systems, test equipment, etc. Experience and background with telephone, voice mail, VoIP phone systems.
 - Working knowledge of Telecom Industry Association (TIA) standards, American National Standards Institute (ANSI) standards; Electronic Industry Alliance (EIA) standards, and BICS standards – all cabling standards.
 - Work with Facilities, departments, vendors, and administration to plan, purchase, and execute installation of proper telecommunication systems, materials, and equipment; underground infrastructure, building data/communications cabling and closet constructions; ability to read and understand blueprint
- Broadcasting
 - WCBU / WTVP
 - Working knowledge of radio and television broadcasting systems, materials, and equipment.
 - Knowledge of FCC regulations and procedures including license applications, construction regulations, permits, etc.
 - Experience in uplink systems, station and mobile unit productions.
 - knowledge and skill in creation and dissemination of content (data, audio and video) via the web, I-pod and emerging technologies
- Management
 - Leadership
 - Ability to give project goals, information, and directives to staff and delegate responsibilities.
 - Knowledge and ability to relay project guidance, information, etc. to Bradley Administration (as well as WTVP and WCBU), Department Personnel, vendors, etc.
 - Organizational Skills
 - Well organized with ability to coordinate phases of projects as well as several projects during a time frame
 - Very strong project management skills
 - Ability to prepare and work within budgets
 - Miscellaneous
 - Knowledge of FCC Regulations including procedures for licensing, construction permits, signal coverage regulations, etc.
 - Ability to work with construction contractors to layout telecom, networking, cable TV, etc. systems.
 - Strong skills in contract negotiations, contract preparation, related to tower and ground space negotiations and leases, cell phone sites, cable TV
 - Ability to analyze situations, projects, etc. in view of the best interest of Bradley University, WTVP, or WCBU.

ADA REQUIREMENTS:

- ability to lift 50 lbs or more.
- stooping, standing, climbing required.
- ability to access confined spaces and roof areas required.
- must be able to access non-ADA compliant facilities.