



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Information Management Specialist (IMS)

At the SVGCC, the IMS manages and supports information communication and technology systems that facilitate educational delivery, administration, and communication with stakeholders.

The main duties & responsibilities will include but not be limited to the following:

1. Managing and providing support for various Information and Communications Technology (ICT) systems, including the SVGCC's Information Management Systems, learning management system, email system, and library online services.
2. Providing support for issues related to internal and external communications.
3. Assist with the development and administration of information technology-related policies and procedures.
4. Promoting the use of technologies that aid in the streamlining of administrative processes.
5. Providing and coordinating ICT system training
6. Translating user needs to enhance existing technologies and guide the development of new information and communication systems.
7. Implementing data storage policies and assisting with the digitization of files.
8. Ensuring information systems are streamlined and working properly in accordance with best data practices.
9. Conducting information system audits

Qualifications & Experience

Applicants should have at least:

- Bachelor's degree in computer systems, information systems, or a similar field.
- At least 2 years of experience as an information specialist or related field.
- Strong knowledge of data processes and information systems.
- Familiarity with web development technologies.
- Excellent research skills and the ability to interpret and analyse data to assess and improve information systems.
- Solid knowledge of Google and Microsoft Suite and Office tools.
- The ability to manage multiple projects under minimal supervision with excellent attention to detail.
- Excellent interpersonal skills and the ability to work in a team environment.