

**Sample Job Description: DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS (MIS)**

NAIS is a voluntary membership organization of over 1,000 member schools and associations in the United States and abroad, and is the national institutional advocate for independent pre-collegiate education.

NAIS is seeking candidates to assume the executive position of Director of Management Information Services. NAIS' office is in Washington, D.C.

The Director of Management Information Systems is responsible for:

- \* Developing a technology plan for NAIS.
- \* Developing NAIS' computer operating and capital budgets, and purchasing, installing and maintaining budgeted items.
- \* Planning and supervising internal and external training of NAIS staff.
- \* Developing and maintaining NAIS' databases, and internal and external networks.
- \* Identifying specific hardware/software application needs of NAIS.
- \* Supervising NAIS' Technical Assistant for MIS.

Candidates must have extensive knowledge of and experience with technology relevant to this position and to NAIS, which supports a Mac computer environment (supplemented by some Windows applications). The ideal candidate will be experienced in the use of Microsoft Word, Excel, FoxPro and FoxBASE, Claris Filmmaker, and Aldus PageMaker. Salary: \$50,000, with excellent benefits package.

NAIS has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all individuals. Women, people of color, and disabled individuals are encouraged to apply.

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Author: NAIS Job Posting, Feb., '97.