Information Technology – Assistant Vice President for Information Technology

The Assistant Vice President for Information Technology reports to the Provost and Vice President for Academic Affairs and is considered the subject matter expert on all technology related issues at the University. The AVP serves on the Provost’s Council and is a member of the Council of Deans. The AVP provides leadership and strategic vision in the planning, development and administration for the University and its campuses, students and employees. Additionally, the AVP is responsible for developing and managing the information technology strategy, vision, organization, processes, infrastructure and services on each of the University’s campuses. The AVP provides operational leadership and direction to the information Technology and Academic Technology Support departments, which are under the Division of Academic Affairs.

The Assistant Vice President for Information Technology works collaboratively with other departments to lead a comprehensive technology infrastructure, which includes operations such as human resources information systems, student information systems, and website management. In this regard, the AVP assists with direction and implementation of technology solutions to achieve strategic goals. Moreover, the AVP is responsible for the development and maintenance of the Information Technology Strategic Plan, which aligns with the University's comprehensive Strategic Plan; and, in doing so, working across divisions to build an IT team with the focus on customer service and quality assurance.

Qualifications:

- Seven to ten years of experience of progressive responsible experience in the leadership and management of an information technology environment; preferably in higher education. Corporate experience is a plus.
- A Master’s degree in Management Information Systems, Computer Science, Systems Engineering, Information Technology or a related field of study is required; a doctorate degree in a related field is a plus.
- Working knowledge of computer programming, networking, computer security, SQL, client server and system operations on a variety of platforms. Working knowledge of Internet/Intranet technologies.
- Knowledge of student information systems (i.e., Datatel) and Knowledge Management Systems (i.e., Desire2Learn and Moodle) preferred.
- Knowledge of applicable laws and regulations as they relate to Information Technology.
- Experience with IT internal business processes such as configuration management, capacity planning, helpdesk, inventory, etc.
- Demonstrated skill and success in leading a complex and progressive organization.
- Demonstrated ability to effectively and efficiently manage multiple project of varying complexity.
• Demonstrated ability to recommend and implement IT solutions to improve business processes. Additionally, the ability to negotiate, manage contracts and projects with outside vendors.
• Effective in communicating strategies, policies and procedures to internal and external constituencies.
• Demonstrated organizational and leadership skills necessary to work effectively with faculty, staff, and students.
• Excellent analytical and problem-solving skills that utilize logical business judgment.
• Excellent communication, critical thinking, and interpersonal skills.

**Essential Functions:**

• Provide strong, creative and energetic leadership and offers vision and direction to the University’s technological efforts. Develop and implement a comprehensive set of initiatives (information technology plan) focused on customer service and quality assurance.
• Continually assesses and strengthens all policies and procedures related to the University’s information technology processes and infrastructures, and ensures policies and procedures are aligned with the University’s strategic plan.
• Work collaboratively with student support service departments (i.e., Admissions, Financial Aid, Bursar, Learning Resource Center, etc.) to ensure the University’s Information System(s) are meeting the needs of the University and the students.
• Responsible for promoting cost effective, innovative and technologically advanced solutions for the university environment and ensuring that all enterprise systems and infrastructure remain functional, secure and effective in meeting the needs of both academic and administrative operations.
• Responsible for developing strategies to streamline administrative processes through the use of technology to improve operational efficiencies and reduce costs while maintaining a robust and unified information technology infrastructure.
• Responsible for determining procedures and technologies to keep the University’s sensitive information secure. This involves development, oversight, and regular assessment of disaster recovery and backup procedures, as well as, password security protocols.
• Working with the Director of Public Relations, the AVP for Enrollment Management, and the Academic Deans, provides leadership and direction in website development and maintenance.
• Oversee the day-to-day activities of Information Technology and the Academic Technology Support Center in order to provide tactical guidance, assistance, and leadership for the achievement of University goals. Promotes opportunities for staff development.
• Works collaboratively with the AVP for Research and Sponsored Programs, faculty, and other staff to secure grant funding for technological initiatives. Ensures compliance with the University’s Title III budget as it relates to IT initiatives.
- Represents the Provosts and Vice President for Academic Affairs across and outside of the University as appropriate.
- Manages information technology projects as assigned.
- All other duties as assigned.

**Physical Demands:**
Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; ad body mobility to stoop, kneel, bend and reach.

**Work Environment:**
The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.