



Position Title: Vice Provost, Information Technology/Chief Information Officer
Reports To: College Provost
Department: Information Technology (IT) **Job Code:** 0003-00E
Prepared By/Date: Jennifer C. Brito/2-25-2004 **Job Group:** PEC
Approved By/Date: Dr. Eduardo Padron/01-17-2012 **Salary Grade:** 21
Revised: Martha Arrieta/01-17-2012 **FLSA Status:** Exempt

Summary:

The Vice Provost, Information Technology/Chief Information Officer (CIO) will oversee the IT organization's strategic and tactical planning, organizational management, financial management and project governance, and will lead day-to-day IT operations.

Essential Duties and Responsibilities:

- Drives the process to update and implement the College-wide Strategic Technology Plan for all technology solutions and their enabling infrastructure including administrative systems, teaching and learning systems, collaborative systems, information management systems, web, mobile and wireless systems, productivity applications, academic technologies, information security, hardware, software and network infrastructure
- Oversees all information technology functions including enterprise operations, client services and support, application development, quality assurance, information security assurance, networking and telecommunications, enterprise architecture, configuration and change management, and IT project management
- Leads the college's transition to a state-of-the-art Enterprise Resource Planning (ERP) administrative and student systemWorks collaboratively with faculty, staff, administrators and vendors to plan, implement and employ effective and innovative technologies to ensure support for the achievement of the College's goals, objectives and initiatives in alignment with the College's Strategic Plan
- Advises the College Provost in shaping the institutions information technology policies and planning, management, and long-range strategic efforts
- Develops and maintains effective collaborative relationships with governmental agencies and private groups that facilitate current and future technology initiatives for the College
- Provides leadership in information technology initiatives that support campus and college-wide goals and initiatives
- Develops College standards and policies and procedures that ensure the cost-effective delivery of academic and administrative information programs, which support the College mission and the teaching and learning initiatives of the College
- Provides leadership for all activities involved with developing, testing, implementing and training for the College's enterprise information systems including but not limited to: the learning management system, enterprise resource planning (ERP) administrative system, financial aid system, business intelligence and enterprise content management system
- Oversees recommending, developing and implementing new technology systems
- Participates as a member on the College's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission
- Plans, develops and implements the division's budget within fiscal guidelines
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Advanced working understanding of the information technology environment for a collegiate setting
- Knowledge and understanding of the current and developing strategic information requirements for a collegiate setting
- Knowledge and understanding of the current trends and developments in information technology including cloud computing and software-as-a-service (SaaS). Knowledge and understanding of the academic and administrative functions for a collegiate setting
- Knowledge of financial/business analysis techniques
- Knowledge of current trends and developments in information technology
- Strong interpersonal and communication skills and the ability to work collaboratively and effectively with a wide range of constituencies in a diverse community
- Skill in budget preparation and fiscal management
- Skill in organizing resources and establishing priorities
- Strategic planning and advanced leadership skills
- Organizational planning and development skills
- Ability to direct multi-department technical and administrative staff
- Ability to identify and secure alternative funding/revenue sources
- Ability to provide strategic guidance and counsel to clientele in the assessment and development of existing and/or proposed systems
- Ability to foster a cooperative work environment
- Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively before groups of customers or employees of organization

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise and the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Information Technology or related field and at least eight (8) years of managerial level experience in a complex information system environment
- Experience in the planning, development, operation and maintenance of large-scale, complex enterprise information technology systems is essential
- Experience in designing information technology plans in support of strategic initiatives and prioritizing information systems investments to maximize financial and operational benefits

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name