JOB DESCRIPTION

POSITION TITLE:  Associate Vice President for Information Technology and Chief Information Officer

JOB CLASS: Administrator  SUPERVISOR:  Vice President Business, CFO
CLASSIFICATION: Full Time  LOCATION: DeLand
SUPERVISORY: Yes  DEPARTMENT: Information Technology

POSITION OVERVIEW: The Associate Vice President and Chief Information Officer (AVP & CIO) will lead the University’s ongoing commitment to support and promote the strategic use of information technology that advances the academic mission of the University. Reporting to the Vice President of Business and Chief Financial Officer, the AVP & CIO will lead and manage the Information Technology division, including academic and administrative computing, networking, client services, classroom technology, programming services, and telecommunications. The University utilizes SCT-Banner as its administrative data system.

The Associate Vice President and Chief Information Officer (AVP & CIO) serves as the principal technology leader for the University providing vision and leadership for developing and implementing information technology strategies and initiatives university-wide. Position scope is inclusive of all University divisions and campuses. This necessitates a high level of familiarity with the various constituents and a commitment to meeting the information and communications needs that exist for all University academic and administrative technology.

As a leadership position, the AVP & CIO is responsible for an ongoing envisioning of the future technology needs at Stetson University, and for recommending technology resource strategies, priorities, and projects that will best achieve the University’s strategic objectives.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- The minimum educational qualification is Master’s degree in an area of Computer Science Technology; Business Administration; or other field of study, only with significant relevant IT work experience.
- Significant past professional experience in higher education;
- Experience in a Banner environment preferred;
- Extensive experience with IT strategic planning, fiscal responsibility and budgeting, and personnel management;
- Demonstrated knowledge of the ways and means by which information technology supports the teaching-learning environment;
- Significant experience in all aspects of information technology planning, development and implementation, including but not limited to data processing, systems architecture, telecommunications, database administration, Web and social media development and security and compliance issues, is essential;
POSITION TITLE: Associate Vice President for Information Technology and Chief Information Officer

- Broad technical knowledge and skills, with ability to demonstrate thorough knowledge and understanding of current computing, telecommunications and emerging technologies;
- Practical experience with recent developments in campus technology issues; Effective oral and written communication capabilities, commitment to customer service, and excellent presentation skills;
- Excellent analytical and organizational skills, with a keen attention to details;
- Ability to handle multiple tasks simultaneously;
- Significant experience and skill in negotiating with vendors, contractors, and others;
- Excellent interpersonal and leadership skills with ability to establish and maintain effective working relationships with faculty, staff, and students;
- High energy level, enjoyment of challenges and a fast-paced environment; and track record of self-motivation and personal initiative.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities include:

- Responsible for developing collaborations among the University’s academic and administrative constituents to advance the University's mission;
- Leadership in the developing a strategic direction for University information technology, gauging and anticipating the diverse needs of University constituents, monitoring trends and innovations in the industry to meet those needs; developing and implementing strategic long- and short-term technology plans; and making actionable recommendations to senior leadership;
- Ensure IT data security, risk management, disaster recovery and business continuity planning processes are in place and receive regular review for currency and adequacy;
- Exercise diligent evaluation and careful budgetary management, including budget preparation and the ability to analyze and resolve complex issues;
- Develop and organize technology talent that is structured to efficiently deliver services across the organization;
- Develop, successfully implement and oversee strategic technology policies throughout the University;
- Works with the student body and student affairs professionals to advance the student experience with creative technology integration in areas where students live, work, and play.
- Serve as a critical member of the Stetson Emergency Management Team;
- Serve as a Mandatory Reporter under Title IX;
- Physical effort and technical operation of equipment is generally typical to an IT environment and office setting; may include times of prolonged walking and standing, occasional to frequent lifting of heavy objects, pro-longed hand-eye coordination and extended periods at a keyboard and PC monitor;
- Position entails ability to be present after hours and weekends as may be needed.
POSITION TITLE: Associate Vice President for Information Technology and Chief Information Officer

ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:

- Conducts ongoing assessment, planning and oversight of the proper management of all academic and administrative technology and daily service delivery;
- Provides leadership, guidance and supervision to CIO direct reports;
- Participates in annual budget process for institutional technology needs, develops annual IT operational and capital budgets, develops and maintains the institution’s five year IT plan;
- Prepares annual budget particular to the IT department, and oversees its ongoing maintenance;
- Maintain the integrity and strategic development of the University's information and communications hardware infrastructure, and the systems infrastructure for mission-central functions;
- Participates in strategic and operational planning committees;
- Maintains strong vendor relationships and manages contracting and service agreements;
- Establishes and/or collaborates with direct reports to establish IT department goals, objectives and operating procedures;
- Develops and maintains an IT organizational structure and support services to meet institutional needs and demands, assessing and identifying the most cost effective investment of financial resources toward IT systems, staffing, daily operations, product purchases and/or in-house development activities;
- Approves, prioritizes and controls the IT project demands; negotiates prioritization and timelines as appropriate and necessary;
- Manages annual IT personnel Performance Appraisal process and completion;
- Supports sourcing and providing both IT staff and institution-wide IT related training opportunities;
- Ensures security of system and ensures IT operations adhere to applicable laws and regulations;
- Maintains personal professional development through education and participation as possible in professional IT organizations and associations;
- Cultivates and manages strategic relationships with both internal and external constituents;
- Maintains currency with higher education IT best practices;
- Performs other duties and functions as assigned.

NOTE: This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.
Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.