JOB DESCRIPTION: Associate VP for Academic Affairs/Chief Information Officer

Reporting to the President and Provost/Vice President for Academic Affairs, the Associate Vice President of Academic Affairs/ Chief Information Officer (CIO) of the University provides leadership in planning and implementing information technology resources.   The CIO is responsible for cultivating an environment at the University that values the effective use of technology to manage business processes and communication systems that best support the needs of students, faculty, and staff of the University. The CIO works collaboratively with senior administration, academic deans, faculty and staff to develop the information technology strategic plan and provide leadership for the delivery of services in academic computing, distance learning, network/computer systems infrastructure, security, and the University ERP system.

The Associate Vice President/CIO for Academic Affairs shall:

- Serve as direct supervisor of the University information technology services, academic technology services, help desk, and instructional design services departments.
- Provide an institutional perspective on technology requirements for new and existing initiatives, programs, buildings, and processes to align required staff, hardware, and software resources appropriately
- Coordinate with the vice presidents, deans, and directors to ensure technology infrastructures serve the needs of the institution
- Collaborate with vice presidents and others to develop and monitor the strategic technology plan
- Work with the technology advisory committee to establish campus wide participation in establishing technology strategies and priorities that align with the vision and mission of the University
- Establish service level agreements with input from stakeholders for technology services, academic and instructional support, and institutional planning, research and assessment services
- Establish goals for maintaining the confidentiality, integrity and accessibility of all University data.
- Oversee the development, execution, and management of the people, processes, resources, and security of the information technology network, central servers, storage, and backup systems, and desktop infrastructure following   industry best practices.

- Develop a culture in technology service areas of accountability, dependability and user-friendly approaches that are customer centered to provide quality service to students, faculty, and staff.
- Establish professional development goals for staff members in information technology services and academic technology services departments
- Ensure that policies and practices relating to the security, access, and usage of all information systems are in accordance with University policies and applicable laws
- Coordinate the planning and management of online learning resources to support the learning management system and classroom instructional technology.
- Align technology resource management and support with academic   curriculums and special initiatives.
- Coordinate with all functional areas of the institution the required installations, upgrades, and monitoring of the University ERP system and associated applications
- Communicate effectively to the campus at large about major technology initiatives, software and hardware standards, upgrades, and outages
- Manage all budgets within areas of responsibility
- Coordinate with deans and faculty to ensure appropriate technology support for academic programs
- Communicate regularly with Provost/VPAA related to areas supervised as well as other institutional priorities
- Maintain currency in   information technology management, security, and policies by participating in IT conferences and workshops
- Maintain effective communication and working relationships with administrators, deans, faculty, staff, and students
- Assist with establishing, implementing, and communicating short- and long-range department goals, objectives, policies, and operating procedures for all reporting areas
- Assist the Provost/VPAA with special departmental projects, initiatives and tasks, as appropriate
- Establish and maintain working relationships with information technology resource and services vendors.
- Serve on committees as assigned
- Maintain security of confidential information, files and documents
- Comply with all university policies
- Other duties as delegated by the President and Provost/VPAA