Clark Atlanta University
Job Description

Position Title:	Associate VP/Chief Information Officer
Employee:	
Department:	Office of Information Technology and Communication (OITC)
Reports To:	Executive Vice President for Finance and Business Services and Provost/Vice President of Academic Affairs

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Associate Vice President and Chief Information Officer, reporting to the Executive Vice President of Finance and Business Services, provides leadership for all technology and related services that support teaching, student learning, administrative processes, research, outreach, and public service. The CIO serves as the technology representative on numerous university committees. Additionally, s/he will have exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site client-server-virtual environment. This position exists to provide leadership, management, and operational oversight of the IT environment.

Examples of Duties and Responsibilities:

- Provide visionary leadership for technology that puts the University out in front of its peers.
- Ensuring operational and strategic initiatives for IT are aligned with the University via participating in the University's governance structure for IT.
- Providing senior leadership and management for supporting, developing, coordinating and implementing the University's strategic direction for technology initiatives.
- Providing the coordination, operation, and senior-level management and leadership over the Office of Information Technology and Communication (OITC) and work units in support of the University's mission.
- Providing vision and progressive leadership by exploring and assessing the feasibility of new and emerging technologies that will provide a technology rich environment that meets the needs of today's diverse campus and student population, as well as providing technologies and information systems that afford strategic advantages to CAU and its constituents.
- Developing, implementing and maintaining effective policies and practices for all information technologies; ensuring access, security, and usage are in accordance with all University policies and applicable laws; and serving as liaison to the CAU's general counsel.
- Maintaining effective working relationships with system and state individuals and groups, serving on appropriate committees to represent IT, and functioning as a spokesperson and technology expert for the University on matters related to information and learning technologies.
- Being an adaptive leader with excellent skills to supervise and manage IT personnel, budgets, equipment, and facilities, effectively, efficiently and strategically.
- Providing risk management via logical, virtual, and physical security.
- Being responsible for effective fiscal management of all IT budgets including grants, encompassing

budget preparation and expenditure control. Monitoring and maintaining budgetary controls and accountability.
- Provide leadership in creating a vision and strategy for distance learning technology at the University.
- Providing excellent negotiation skills for systems and component acquisitions, end-user service level agreements, and vendor service level agreements.
- Ensuring the continuous delivery of IT services through the oversight of service level agreements with vendors, and monitoring of IT systems performance, to ensure the continuous functioning of mission critical operations.
- Maintaining a current disaster recovery plan for all major information technology systems.
- Hiring the best personnel including writing job descriptions, interviewing candidates, and making hiring decisions and recommendations. Supervision includes developing performance plans and standards, and evaluating employee performance; when appropriate recommending and administering corrective actions and/or disciplinary action; responding to informal grievances; assessing training needs and securing training resources; determining work schedules and work assignments; managing leave requests; and maintaining a positive working environment.
- Performs other duties as requested and assigned by supervisor.

Knowledge, Skills and Abilities

- Must be a graduate from an accredited college or university with at least a Bachelor's degree in Computer Science, Computer Information Systems, Information Systems and Technology Management or equivalent. Advanced degree preferred.

- Multiple years of experience as Chief Information Officer (or equivalent) at the college or university level; or a position demonstrating progressively increasing responsibility.

- Current knowledge in use and trends of technology in higher education.

- Minimum of 7 years of executive level supervisory and leadership responsibilities in managing an information technology environment, with experience supervising a significant, substantial IT unit.

- Strong technical and administrative background at an institution of higher education supporting academic and instructional technology including e-learning, on-line, hybrid and distance learning environments, and instructional media resources, and supporting administrative computing, campus networks, information security, and telecommunications.

- Demonstrated ability to develop, nurture and build cooperative, collegial working relationships with a broad range of university and higher education constituencies.

- Experience in IT strategic planning, budgeting, and personnel management.

- Experience in ERP implementation project management; higher education preferred.

- Administrative system implementation and management with BANNER experience preferred.

- Familiar with Server Infrastructure and Networking subject matter.

- Familiarity with Instructional Technology Smart Board and Canvas preferred.

- Ability to promote teamwork and collaboration between faculty, staff and vendors; preferably in a campus community.

- Experience working in a position that requires a high degree of customer service skills.

Minimum Hiring Standards

Education	The minimum educational qualification is Master's degree in an area of Computer Science Technology; or significant relevant IT work experience or significant past professional experience in higher education.
Years of Experience Required	10-year minimum
Years of Management/Supervisor Experience	7-years preferred