



JOB DESCRIPTION

Job Title: Chief Information Officer
Department: Information Technology
Reports to: Vice President for Business Affairs & CFO

The Chief Information Officer (CIO) reports to the Vice President for Business Affairs and CFO. CIO's primary role is to provide strategic direction for technology services throughout the University while collaborating with all departments to understand core needs and issues.

The CIO is responsible for planning, directing, and managing information technology resources campus-wide, including academic and administrative computing, user training and support, ERP systems, website, network and data security, voice services, and video technologies - in support of teaching, learning, communicating and managing. The CIO also plans the staff development and/or contracted resources necessary to support its implementation, commissioning and application of services.

ESSENTIAL DUTIES:

- Oversee project and service management across the organization following best practices such as ITIL.
- Support the use of process improvement methods to advance operational efficiency and effectiveness through measurement and change.
- Works closely with the University Librarian and Director of Academic Technology to support digital teaching and learning, utilizing tools and techniques for effective student and faculty engagement.
- Works to stay current scanning the technology landscape and creating opportunities to incorporate new technologies to support University operations.
- Maintains the IT strategic plans, and insures that operational and project-oriented goals are strategically directed in support of the mission of the University.
- Works closely with Finance to develop budgets in order to address future technology demands.
- Makes recommendations for development, application, and maintenance of information technology resources campus-wide.
- Works with senior managers across campus to set and maintain technology priorities consistent with institutional needs.
- Manages the day-to-day operations of the IT, ERP, and Website departments including; directing staff who support administrative and/or academic computing, networking, user services, telecommunications and other information technology functions.

Qualifications:

- Master's degree in related field required
- Ten or more years of experience in managing, designing, developing and delivering information services and related technologies; a minimum of 4 years of higher education experience preferred.
- Excellent written and verbal communications skills.
- Outstanding ability to communicate with end-users, staff, executive, and external audiences.
- Demonstrated leadership ability and project management expertise.
- Strong planning and managerial skills.
- Excellent organizational skills.

To apply, please send cover letter and resume to cherman@judge.com.