

Sul Ross State University

Position Description

Official Title: Assistant Vice President for Information Technology

Salary Group: Unclassified **Job Code:** 1110

Summary

Function: To serve as the chief information officer (CIO), the Information Security Officer (ISO), and the Information Resource Manager (IRM) for the University. As a member of the campus leadership team, the AVPIT is expected to lead and motivate a team of technology professionals and align resources to deliver results that support the mission and goals of Sul Ross State University. The AVPIT must cultivate strong collaborative relationships with the campus and the community to identify opportunities to leverage technology investments to achieve strategic and operational efficiency objectives.

Scope

Responsible for providing technology leadership and management of technology systems and services at Sul Ross State University, including management of strategic and tactical activities to ensure appropriate student, faculty, and staff support, technical delivery, contract and statutory compliance, and resource management. Designs, develops, and implements the University's information technology strategy and is accountable for managing the entire service delivery lifecycle for administrative, academic, safety and security systems. The AVPIT is responsible for information security and risk management to prevent data loss and unauthorized access to information. This includes the compliance with all state and federal regulatory mandates and industry best practices. In conjunction, the AVPIT must balance these security and risk management practices with ease of use for the campus community. The AVPIT is expected to embrace industry best practices for managing and improving the delivery of technology services.

Duties

Essential:

Manages the day-to-day operations of the Information Technology Department including directing staff in support of administrative and academic computing, networking, user services, telecommunications, safety and security systems, information security, and other information technology functions.

Assesses and anticipates technology needs and recommends appropriate action and resources. Identifies user needs, resolves problems and directs building of teams to work across all levels of the organization. Establishes and directs the strategic and tactical goals, policies, and procedures for the Information Technology Department. Recommends and/or determines the institution's long-term system needs and proposes hardware/software solutions to accomplish the institution's business objectives and to support campus goals.

Actively participates in, and/or leads, key college committees, ad-hoc advisory groups, institutional/community activities, and planning committees. Coordinates, submits, reports, and manages problem resolution for all Federal and State requirements for student, personnel and financial records. Works with University leadership to coordinate resource requirements to complete, update, and communicate annual technology strategic plans.

Provides leadership and management for the security of the information technology resources for Sul Ross State University and develops an information security plan that includes developing, recommending and maintaining an institution-wide information security program as required by §2054.133, Texas Government Code; developing, recommending and maintaining information security policies and procedures that address the requirements of TAC 202 and the institution's information security risks; working with the business and technical resources to ensure that controls are utilized to address all applicable requirements of TAC 202 and the institution's information security risks; providing guidance and assistance to senior institution of higher education officials, information owners, information custodians, and end users concerning their responsibilities under TAC 202; ensuring that annual information security risk assessments are performed and documented by information-owners.

Manages the people and process associated with the low-voltage systems used across the campus, including card access systems, CCTV/camera systems, fire and safety systems to ensure these solutions work and meet the needs of the campus and makes recommendations to the executive leadership on how to improve these systems.

Assists with or creates requests for proposals for IT related projects. Translates and articulates administrative and educational goals of the institution into technical initiatives. Directs budgeting, strategic and tactical planning, business processes and database system strategies for IT.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: General supervision by the President Given: Supervises all OIT managers and staff

Education

Required: Minimum Bachelor's degree in Information Technology Management or related field.

Preferred: Advanced degree strongly preferred

Experience

Required: Minimum 8-years experience in the Information Technology Management or leadership

Preferred: Some or all experience leading IT strategic initiatives in a college or university environment.

Equipment/Skills

Required:

General office skills and strong technology background: including, but not limited to: understanding of complex networking environment, and the SunGard Banner ERP.

Preferred: Strong technology and financial vision and skills in a university environment

Working Conditions

Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October 2018