JOB DESCRIPTION

TITLE

Associate Provost for Technology and Chief Information Officer

JOB SUMMARY

Reporting to the Provost and Vice President for Academic Affairs, the Associate Provost for Technology and Chief Information Officer (CIO) is responsible for aligning technology to academic and administrative objectives and strategies. The CIO provides vision and leadership for developing and implementing efficient, innovative, and cost-effective technology. This position will collaborate with leaders at the highest level of the organization and manage a team of professionals who are accountable for the delivery of technology at the University.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Provost and Vice President for Academic Affairs

Supervises: Leads multiple Directors and Managers, and has direct management responsibility for multiple positions in the Office of Technology.

PRIMARY DUTIES - May include, but not limited to the following:

- Guides the development of enterprise technology standards, governance processes and performance metrics to ensure IT delivers value to the enterprise.
- Implements IT continuous-improvement programs within enterprise guidelines.
- Identifies and implements best practices for optimizing infrastructure and operations costs, improving system performance, and ensuring service-level requirements are met.
- Oversees the execution of high-impact, enterprise-wide, strategic programs or initiatives.
- Formulates IT policies, procedures, and performance management processes and measures.
- Directs the preparation, review and consolidation of IT business plans, budgets and forecasts.
- Negotiates contracts with vendors, and authorizes procurement.
- Facilitates communications across IT groups, user and customer communities.
- Directs teams of technical, professional and management staff in the successful
fulfillment of IT service delivery commitments.
• Manages IT resource requirements to ensure an appropriate balance between tactical and strategic demands.
• Maintains and forms alliances with recognized experts and with decision makers.
• Defines strategic imperatives in terms of the links between increased value, enterprise needs and technological solutions.
• Procures support and funding from the leading stakeholders in the enterprise.
• Reviews, sponsors and approves recommendations for university change programs that impact cross-functional key processes.
• Steers enterprise initiatives that support the technology strategy.
• Coaches, mentors and trains new and existing team members in political, organizational, behavioral and technical skills.
• Represents the university at national and international forums and meetings.
• Establishes leadership relationships with the local and state government offices.
• Guides technology focused governance bodies.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master’s degree required. Doctoral degree preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Minimum of 15 years of experience in technology related position.
Minimum of 10 years in a higher education setting.
Minimum of 5 years of leadership responsibility managing multiple, large, cross-functional teams or projects, and influencing senior-level management and key stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge:
• Knowledge of Federal/State/Local laws and regulations including TAC 202, DIR, ADA, and EIR.
• Extensive knowledge of infrastructure planning and operations, design, and deployment, as well as system life cycle management.
• Broad knowledge of current and emerging technologies, technology directions and strategic application to business needs.
• Business principles and techniques of administration, organization, and management to include an in-depth understanding of the key business issues that exist in higher education.
• Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational
management.

- Business process analysis and redesign.

**Skills:**
- Communication skills.
- Maintaining interpersonal relationships.
- Management principles and leadership.
- Risk analysis and decision-making.
- Organization and planning.
- Project management.
- Budget and resources management.
- Negotiation of complex, high dollar contracts.

**Abilities:**
- Ability to lead large, cross-functional teams or projects.
- Ability to improve operational efficiency, service delivery and information management across all lines of business and technology platforms.
- Ability to relate to all levels of the user community.
- Ability to link and apply complex technologies to business strategies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

**SAFETY**
Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 day of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to the Management and Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of the notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*Employee Signature: ___________________________  Date: ________________
Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.