



**DATE ISSUED:** 06/18  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Associate Vice President for Technology and Chief Information Officer

### **JOB SUMMARY**

Reporting to the chancellor and president, the associate vice president 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. Work is performed under the administrative supervision of the chancellor and president and performance is based on effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the university policies and procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Chancellor and President

*Supervises:* Leads multiple directors and managers, and has direct management responsibility for multiple positions in the Office of Technology.

### **ESSENTIAL 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.

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- 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, attending weekly meetings of the provost's academic core.
- 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.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge in accordance to university policy. The performance evaluation is conducted through the performance evaluation system and in accordance with the university policies and procedures.

### ***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.

**REQUIREMENT**

Regular and reliable attendance at the university during regular scheduled days and work hours is an essential function of this position.

**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.
- Ability to use a personal computer and other office equipment, including related university software and email.

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**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, 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.***