

VICE PRESIDENT, INFORMATION TECHNOLOGY/CIO
Strength Through Diversity and Inclusion
THE LEMOYNE-OWEN COLLEGE

POSITION TITLE: Vice President for Information Technology/CIO

REPORTS TO: President

STAFF: Business Applications Analyst, Instructional Technology Executive Director, Helpdesk Technician, Media Coordinator

LOCATION: Memphis, TN

COMPANY: A founding member of the United Negro College Fund (UNCF), LeMoyne-Owen College is a four-year private liberal arts college with a proud legacy that dates to 1862. As the only historically black college in Memphis, Tennessee, the institution's current enrollment is approximately 1,000 students pursuing bachelor's degrees across 22 majors in five major divisions of study. LeMoyne-Owen is poised to continue to build upon its rich legacy of preparing students for Leadership, Opportunity and Change. The College seeks a visionary, entrepreneurial candidate to play a vital role in the institution's mission quest as its next Chief Information Officer.

Role Overview:

The **Chief Information Officer's** role is to provide vision and leadership for developing and implementing information technology initiatives that align with the mission of the College. The Chief Information Officer directs the planning and implementation of enterprise IT systems in support of College operations to improve cost effectiveness, service quality, and mission development. The CIO provides strategic vision and transformational leadership through development and management of technology systems and services in support of the College mission. This individual, as the College's Technology Advocate, is responsible for all aspects of the College's information technology and systems. She/he will work with College Leaders to set the school's vision for information systems, design the IT infrastructure, develop and drive technology strategy and be responsible for the integration of systems and business analytics that will support the school's mission and inform decisions. The CIO will be responsible for developing, maintaining, and implementing cutting-edge solutions to support teaching, learning, research, and administration. The CIO will also be responsible for fulfilling the role of chief information security officer which entails maintaining the institution's security posture, information security policies, and security compliance.

Responsibilities:

Strategy & Planning

- Participate in strategic and operational governance processes of the College as a member of the senior leadership team, work with leadership outside IT to better understand current and future need
- Lead IT strategic and operational planning to achieve the College's goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization
- Ensure the effective implementation of a security plan and a disaster recovery plan.
- Assess and make recommendations on the improvement or re-engineering of the IT organization, develop and maintain an appropriate IT organizational structure that supports the needs of the College, establish and direct the strategic and tactical goals, policies, procedures and organization for the IT department
- Establish IT departmental goals, objectives, and operating procedures, formulate, lead, and communicate a clear IT vision and organization that aligns with strategic goals and drives IT decision-making
- Collaborate with Senior Leadership Team to drive strategic change to better leverage technology to improve student outcomes
- Engage outside partners to leverage technology expertise
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development, negotiate, manage and oversee vendor contracts for hardware, software, and technology related services
- Assess and communicate risks associated with IT investments
- Develop, track, and control the information technology annual operating and capital budgets. Plan and monitor technology capital and operating budgets including maintenance and renewal for technology assets
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives

Acquisition & Deployment

- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations
- Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale

- Define and communicate corporate plans, policies, and standards for the organization for acquiring, implementing, and operating IT systems
- **Operational Management**
- Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance
- Ensure IT system operation adheres to applicable laws and regulations
- Establish lines of control for current and proposed information systems
- Keep current with trends and issues in the IT industry, including current technologies and prices, emerging and best practice higher education trends and solutions
- Supervise recruitment, development, retention, and organization of all IT staff in accordance with corporate budgetary objectives and personnel policies
- Empower teams to work across all levels of the organization to satisfy user needs, resolve problems, and provide technology solutions
- Provide excellent management support to the Information Technology Department staff through team building, continuous improvement, professional development, evaluation, mentoring, and professionalism
- Build relationships with IT executives at other colleges, the local business community
- Participate in executive IT groups, attend regional/national technology conferences, promote the College's investment in IT

Qualifications:

- Master's degree in Computer Science, MIS, Business or a closely related field preferred,
- 7-10 years of applicable work experience, experience managing and/or directing an IT operation • Significant IT leadership and management expertise with proven track record of producing operational results and building a strong team culture within an IT organization, while stressing an environment of customer service and support
 - Experience in strategic planning and execution, considerable knowledge of business theory, business processes, management, budgeting, and business office operations
 - Strong record of innovation and the ability to understand and have an awareness of emerging trends in information technology within higher education
 - Ability to comprehend, interpret and effectively communicate complex technical information throughout all levels of the organization
 - Substantial exposure to data processing, hardware platforms, enterprise software applications, and outsourced systems
 - Understanding of computer systems characteristics, features, and integration capabilities

- Experience with systems design and development from business requirements analysis through to day-to-day management
- Proven experience in IT planning, organization, and development and excellent understanding of project management principles
- Experience in building relationships, negotiating agreements with external partners, IT support, and other management of IT services
- Experience with outsourced or shared-service environments
- In-depth knowledge of laws and regulations as they relate to IT
- Excellent written, oral communication and interpersonal skills, strong negotiating and analytical/problem solving skills

Contact: Qualified candidates should submit a resume/CV and Bio with LOC, VP/CHIEF INFORMATION OFFICER, in the subject line to Nelvia Brady-Hampton at nbrady@carringtonandcarrington.com