



Position Title: Vice President, Information Technology/Chief Information Officer

Reports To: President

Department: Information Technology/Operations Administration

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION 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 CIO directs the planning and implementation of enterprise IT systems in support of College operations to improve cost effectiveness, service quality, and mission development and provides strategic vision and transformational leadership through development and management of technology systems and services in support of the College mission.

As the College's Technology Advocate, responsible for all aspects of the College's information technology and systems. Works with college leaders to set the 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 mission and inform decisions.

The CIO is 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.

DUTIES AND 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 needs
- 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
- Develop and implement a comprehensive IT strategy aligned with the college's mission and objectives.
- Provide visionary leadership in identifying and implementing cutting-edge technologies to enhance academic and administrative functions.

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
- Foster strong collaborative relationships with academic departments, administrative units, and external partners to understand technology needs and priorities.
- Work closely with senior leadership to integrate technology into strategic planning and decision-making processes.
- Lead and mentor a high-performing IT team, fostering a culture of innovation, accountability, and continuous improvement.
- Provide professional development opportunities for IT staff to enhance their technical and leadership skills.

Operational Management

- Oversee the college's IT infrastructure, ensuring reliability, security, and scalability.
- Lead the evaluation, selection, and implementation of technology solutions that support teaching, learning, and administrative functions.
- 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 and problems; 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, and the local business community
- Participate in executive IT groups, attend regional/national technology conferences, promote the College's investment in IT

MINIMUM 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
- Experience with systems design and development from business requirements analysis 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
- Proven experience in a senior IT leadership role with both technical and strategic responsibilities
- Experience with outsourced or shared-service environments

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written, oral communication, and interpersonal skills; strong negotiating and analytical problem solving skills
- Ability to comprehend, interpret and effectively communicate complex technical information throughout all levels of the organization
- Understanding of computer systems characteristics, features, and integration capabilities
- Strong record of innovation and the ability to understand and have an awareness of emerging trends in information technology within higher education
- Substantial exposure to data processing, hardware platforms, enterprise software applications and outsourced systems
- In-depth knowledge of laws and regulations as they relate to IT
-

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line:

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please