

University of Houston – Clear Lake Position Description

Job Title: **Associate Director, Information Technology, Planning and Assessments**

Job Code: **3920**

Pay Grade: **007** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
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| Education | Bachelor's degree. | Advanced graduate degree in Computer Science, Management Information Systems, or related field. |
| Experience | Three years of progressive experience in the management of technology in a higher education environment. | Five years of progressive experience in the management of technology in a higher education environment. Experience in the development and submissions of State of Texas information technology mandated plans and reports. |
| License/Certification | | |

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Working as the university's IT (Information Technology) planning officer, this position works with UCT leadership coordinating technology planning efforts at the University of Houston Clear Lake. This position will assist the Executive Director with operational and strategic planning/assessment efforts to optimize efficiencies and effectiveness of administrative and academic IT services and products.

Duties and responsibilities

% Time

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| Serve as campus technology planning officer and develop plans for IT projects including progress-monitoring, reporting, implementation and assessment. | 40 |
| Identifies, writes, and maintains IT policy and procedure for UCT as well as assist with policy approval process within appropriate shared governance committees. | 15 |
| Maintain an up-to-date knowledge of technology and its applications in a higher education environment. Participate in global, national, state, regional, and local organizations for coordination, communications, and cooperation. Interface with Department of Information Resources (DIR) for the State of Texas in the filing and approval of State mandated information technology plans and reports. Other duties as assigned. | 15 |
| Meet with UCT leadership, campus leadership, UH System leadership, and the CIO to review objectives and develop appropriate plans/assessment. Represent the university in technology planning interests with the UH-System and with government and outside agencies. | 10 |
| Coordinates through the planning and assessment of IT projects within UCT. | 10 |
| Consults with UCT components; reviews plans and assessment matrixes from UCT components; and | 10 |

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| recommends appropriate use of resources to the CIO. | |
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This position description describes the general qualifications, duties and responsibilities of work being performed.