

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Technology Advancement**

Job Code: **3917**

Pay Grade: **008**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Management Information Science or Computer Science.	
Experience	Ten years experience performing or managing a staff in two of the following areas: Database Management, Operating Systems Administration, Network Administration, Application Development or Telecommunications. Demonstrated experience in evaluating and recommending technology acquisitions including project plan and budget preparation.	Ten years experience managing a staff in all of the following areas: Database Management, Operating Systems Administration, Network Administration, Application Development or Telecommunications. Demonstrated experience in evaluating and recommending technology acquisitions including project plan and budget preparation.
License/Certification		

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

POSITION SUMMARY

The Associate Director, Technology Advancement is responsible for establishing the technology vision for the university to support current or anticipated university goals for learning and administrative processes. The Associate Director, Technology Advancement in partnership with faculty and administrative personnel leads the strategic planning process for information and telecommunication technologies by identifying assessing, recommending, and prioritizing technology acquisition or adaptation of existing technology (build vs. buy) into learning and business processes. The Associate Director, Technology Advancement develops strategies, timing, and risks. The Associate Director, Technology Advancement recommends the technology change process for the university and assists with the development of assessment processes to determine the success of new technology integration into university learning and administrative processes.

Duties and responsibilities

% Time

Evaluate current and emerging technologies.	55
Work with faculty and staff in an advisory capacity to integrate technology into learning and business processes.	15
Work with faculty and administrative personnel to identify needs for technology integration into learning or administrative processes.	10
Work with faculty and staff in an advisory capacity to integrate technology into learning and business processes.	10
Develop assessment processes to evaluate success of new technology usage in learning and administrative processes. Develop standards for technology evaluation and consistency of	10

technology usage in learning and administrative processes.

This position description describes the general qualifications, duties and responsibilities of work being performed.