

University of Houston – Clear Lake

Position Description

Job Title: **Associate Vice President, Information Resources**

Job Code: **0440**

Pay Grade: **009**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Earned Ph.D.	
Experience	Minimum of five years of university administrative experience appropriate to this position.	
License/Certification		

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

POSITION SUMMARY

The AVPIR has primary responsibility for coordinating the development and implementation of all campus technology, information resources, research, planning and assessment, related policies and procedures for the university, and reports to the Senior Vice President and Provost.

Duties and responsibilities	% Time
Oversight for the Neumann Library, University Computing and Telecommunications, Institutional Effectiveness and Sponsored Programs.	45
Representation on key UHCL and UH system information resources committees and initiatives.	20
Oversight for budgets within the Office of the Provost, and monitoring fiscal matters throughout the academic affairs component.	20
Liaison between the Provost's Office and the Vice President for Administration and Finance. Representation on behalf of the Provost, as requested.	15

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