

JOB INFORMATION

Effective Date	6/2/2021
Job Code:	3237
Job Title:	SR AVP, Info Technology and CIO
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Information Technology
Job Family:	Information Technology
Job Summary	The Senior Associate VP, Information Technology and CIO serves as the senior officer responsible for providing strategic leadership and management to UHCL Computing and Telecommunications Services (UCT) and Institutional Effectiveness (OIE). This position is responsible for campus-wide planning, management, security, and coordination of the technology resources, infrastructure and institutional planning, assessment and annual SACSCOC Institutional Profile. The SAVP/CIO represents the University in data and information technology-related matters with federal and state agencies, corporate entities, accreditation oversight authorities and other institutions of higher education.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in computer science or management information systems or relevant field.		or
Master's Degree	or other advanced degree in Computer Management Information Systems, Instructional Technology, or related field		

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Demonstrated progressive experience in knowledge areas(s) with considerable supervisory experience of a IT /Data Management business unit.		or
Progressive	Demonstrated progressive experience in knowledge areas(s) with considerable supervisory experience as a CIO or Senior IT leader in		

Work Experience

Experience	Experience Details	Required/Preferred	
	higher education with decision making authority; budget formulation and management.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
Certified Information Security Manager (CISM)				

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of and ability to set budget control methods, policies, and procedures.	
• Knowledge of applicable laws and regulations as they relate to IT.	
• Knowledge of software development life-cycle, network, system, various operating systems, platforms and application security.	
• Knowledge of current day technological issues and institutional needs to understand faculty, staff, and student requests /issues in order to respond in a timely and effective manner.	
• Extensive knowledge of the IT field and ability to align IT activities with business goals.	
• Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	
• Excellent communicator and negotiator comfortable and effective in opening channels of communication, listening to customer's, executives and team members while improving IT strategies and complex projects.	
• Excellent communication and interpersonal skills with a demonstrated ability to influence others and communicate IT concepts to a broad range of technical and non-technical staff. Includes written, oral, presentation and listening skills.	
• Excellent problem solving, analytical, critical thinking, decision-making, communication, organization, task and time management skills	
• Ability to align functions and duties with University level and Divisional Strategic Objectives and Initiatives to enhance the student experience, improve University recognition and image, align resources with priorities, and improve business operations.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Responsible for the management of the Information Services Division including the design, implementation, monitoring, support, and maintenance of high-quality network, telecommunication and performance metrics and accreditation services for the University.	30%
• technology needs of the University by preparing long-range and short-range goals and objectives in coordination the strategic planning, reports for accreditation and SACSCOC in an annual Institutional Profile. Manages personnel, budgetary, and technology resources for the delivery of effective information technology and networking services. Evaluates the units' performance and progress toward accomplishment of goals and objectives and aligns duties and tasks of all employees with University level and Divisional Strategic Objectives and Initiatives.	30%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Ensures compliance with the University's institutional mission, vision and values by establishing goals and objectives, reviewing and approving departmental plans, designing systems of effective control to achieve expected outcomes, and evaluating progress towards goal accomplishment in the Information Services division as well as the development and reporting of all relevant metrics associated with the Divisional and University Strategic Plan. 	10%
<ul style="list-style-type: none"> Ensures prompt and effective delivery of essential administrative and academic information technology services by organizing the various operational units and sub-units in a logical, non-duplicative, effective and customer-service manner that best meets the work requirements of the division and the needs of the University, monitoring workloads throughout the division and prioritizing staffing needs accordingly, and assuming ultimate responsibility for the units and functions within the Information Services division. 	10%
<ul style="list-style-type: none"> Provides leadership and develops a competent, productive, and effective staff, both directly and through delegation, by hiring, training, evaluating performance, and supervising all employees of the Information Services division. and will facilitate accomplishment of University level and Divisional Strategic Objectives and Initiatives. 	10%
<ul style="list-style-type: none"> Serve as UHCL's Information Resource Manager (IRM) with the Texas Department of Information Resources and responsible for protecting the confidentiality, integrity, and availability of University data and information systems and strengthening the University's preparedness, timely response, and rapid recovery in the event of a cyber-attack, natural disaster, or other emergency. 	5%
<ul style="list-style-type: none"> Other related duties as assigned 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	Domestic Travel