Sul Ross State University
Position Description

Official Title:  Chief Information Officer  Salary Group:  Unclassified  Job Code:  1110

Summary
Function:  To serve as the chief information officer (CIO) for the University.  As a member of the campus leadership team, the CIO is expected to lead and motivate a team of technology professionals and align resources to deliver results that support the mission and goals of Sul Ross State University. The CIO must cultivate strong collaborative relationships with the campus and the community to identify opportunities to leverage technology investments to achieve strategic and operational efficiency objectives.

Scope
Responsible for providing technology leadership and management of technology systems and services at Sul Ross State University, including management of strategic and tactical activities to ensure appropriate student, faculty, and staff support, technical delivery, contract and statutory compliance, and resource management. Designs, develops, and implements the University’s information technology strategy and is accountable for managing the entire service delivery lifecycle. The CIO is responsible for information security and risk management to prevent data loss and unauthorized access to information. This includes the compliance with all state and federal regulatory mandates and industry best practices. In conjunction, the CIO must balance these security and risk management practices with ease of use for the campus community.  The CIO is expected to embrace industry best practices, such as ITIL and PMI, for managing and improving the delivery of technology services.  Serves as the designated institution’s Information Resource Manager (IRM).

Duties
Essential:
Manages the day-to-day operations of the Information Technology Department including directing staff in support of administrative and/or academic computing, networking, user services, telecommunications and other information technology functions.

Assesses and anticipates technology needs and recommends appropriate action and resources. Identifies user needs, resolves problems and directs building of teams to work across all levels of the organization. Establishes and directs the strategic and tactical goals, policies, and procedures for the information technology department. Recommends and/or determines the institution’s long-term system needs and proposes hardware/software solutions to accomplish the institution’s business objectives and to support campus goals.

Actively participates in, and/or leads, key college committees, ad-hoc advisory groups, institutional/community activities, and planning committees. Coordinates, submits, reports, and manages problem resolution for all Federal and State requirements for student, personnel and financial records. Works with University leadership to coordinate resource requirements to complete, update, and communicate annual technology strategic plans.

Assists with or creates requests for proposals for IT related projects. Translates and articulates administrative and educational goals of the institution into technical initiatives. Directs budgeting, strategic and tactical planning, business processes and database system strategies for IT.
Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

**Supervision**
Received: General supervision by the President
Given: Supervises all OIT managers and staff

**Education**
Required: Minimum Bachelor's degree in Information Technology Management or related field.
Preferred: Advanced degree strongly preferred

**Experience**
Required: Minimum 8 years experience in the Information Technology Management or leadership
Preferred: Some or all experience leading IT strategic initiatives in a college or university environment.

**Equipment/Skills**
Required:
General office skills and strong technology background: including, but not limited to: understanding of complex networking environment, and the SunGard Banner ERP.
Preferred: Strong technology and financial vision and skills in a university environment

**Working Conditions**
Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: