Position Announcement
Chief Information Officer & Director, Information Technology Services
Recruitment No. 6060616

Human Resources seeks candidates for the Chief Information Officer and Director, Information Technology Services position at Washburn University. The employee reports to the Vice President for Administration and Treasurer.

Responsibilities

Responsible for the leadership, vision, integrative management, and direction for the university’s shared information systems, including institution-wide strategic planning, budgeting, fixed assets, software licenses and maintenance contracts for information technologies, and coordination and integration of all university information systems and services. Leads and coordinates the development and implementation of integrated, strategic information technology plans, policies and procedures for the university.

Provides university-wide vision, leadership and direction in the management and operation of shared information services across the institution including campus infrastructure, the Bennett Data Center, Cloud Services, Ellucian Banner and other business systems, telephone systems and services, the university’s web applications and sites, media support for electronic and smart classrooms, one-card applications, technology support center, as well as faculty, staff and lab workstation support and refresh program. Responsible for establishing and documenting requirements, standards, design and maintenance of networking configuration, server technologies, wireless, and voice over Internet protocol.

Related to each of the key areas of responsibility, this position performs the following duties and holds the following responsibilities:

Systems and Networking Services
Provides leadership, direction, and assistance in the formulation and development of long-range plans related to the development of the voice and data telecommunications and information networks and infrastructure to effectively support the mission of the university. Prepares and assists in the operational plans for implementation of objectives identified in the long-range plans.

Application Services
Provides leadership, direction, and assistance in the formulation and development of long-range plans related to the utilization of administrative, student support and academic information systems and technologies to support effectively institutional management of the university. Prepares and assists in the operational plans for implementation of objectives identified in the long-range plans. Prepares and submits budgets in support of approved plans.
Instructional Services
Provides leadership, direction, and assistance in the formulation and development of long-range plans related to the utilization of information technology to effectively support academic programs. Prepares and assists in the operational plans for implementation of objectives identified in the long-range plans. Prepares and submits budgets in support of approved plans. Works with Academic Affairs and the Center for Teaching Excellence and Learning (CTEL) to develop opportunities for curricular innovation and the application of information technology in such areas as distance learning, instructional media services, on-line education and multimedia development.

User Services
Provides leadership, direction, and assistance in the formulation and development of long-range plans related to the support of desktop and laptop computers, computer labs and associated services to effectively support faculty, staff and students in the use of information technology. Prepares and assists in the operational plans for implementation of objectives identified in the long-range plans.

Provides leadership and participates in the university governance to include:
Technology Steering Committee (Chair)
Faculty Information Technology Advisory Council
Washburn Information Technology Advisory Council (Chair)
Washburn Data Governance Committee
Kansas Regional Educational Network (KanREN Board)
Regents Information Technology Council (RITC)

Internal and External Interactions
Serves as the key liaison between the university and various state or external organizations for matters related to the uses of information technology. Ensures compliance with all relevant policies, procedures, guidelines and utilization of resources. Maintains professional contacts with other universities, hardware and software vendors, and professional organizations concerning existing and developing information technologies. Identifies user needs and directs building of technology teams to work across all levels of the university. Formulates and administers a strategic technology plan, including standards (e.g., cabling and desktop computer configurations), policies and standards (e.g., cyber security and acceptable use) to achieve maximum benefit of limited resources, ensures documentation of technology system configurations, processes and procedures is current, maintains licenses and upgrade strategies for server and network systems, and defines overall network security strategies and procedures. Coordinates, facilitates and consults with all university staff and faculty on information systems, communications, and student management systems initiatives. Develops the necessary human infrastructure for access, training, and support for information technology related activities at the university. Provides leadership for the identification of security and disaster recovery needs and provides written plans.

Performs additional job related duties as assigned.

Required Qualifications: Master’s degree with 5 years of management/supervisory experience in information technology or a bachelor’s degree with 8 years management/supervisory experience in information technology. At least 3 years of experience in a higher education environment. Demonstrated success in budget and organizational management; collaborative approach to problem solving, commitment to staff diversity, learning, and development; ability to create and implement a vision for information technology systems and services in a university environment; to conceptualize and articulate information technology directions and choices to institutional officers and others in the university community; knowledge of a broad range of information
technologies including administrative, instructional and desktop computing, telecommunications, information management, and security. Outstanding leadership ability; the experience, preparation, and training sufficient to guide Washburn University’s information technology systems, to plan for and manage the implementation of future needed changes, and to assess and enhance the effectiveness of those systems; an ability to develop and articulate a shared vision for the future of the university’s information technology functions; an understanding of the academic mission and cultures of higher education and public institutions; project management skills; strong interpersonal and communication skills; strength of character, integrity, and high ethical standards.

Preferred Qualifications: Master’s in Educational Administration, MBA, or Master’s in Information Systems/Computer Science.

Application Procedures

Submit a letter of interest, resume, Resume Supplement for Administrative Positions (available at www.washburn.edu/hr-forms), copy of unofficial transcript(s) for highest level of post-secondary education (official transcript for all levels of post-secondary education may be requested upon hire), and names and phone numbers of three professional references to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications will begin July 27, 2016, and continue until interviews are scheduled. Salary will be a competitive rate of pay commensurate with qualifications. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.