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JOB POSTING
OFFICE OF HUMAN RESOURCES
May 20, 2013

POSITION:                Associate VP of Information Technology
DEPARTMENT:             Information Technology
DIVISION:               Finance & Administrative Services

Full-Time, Benefit Eligible Position

GENERAL DESCRIPTION:

Reporting to the Vice President of Finance and Administrative Services, the Associate Vice President of Information Technology provides strategic leadership and operational management for educational technology, computer support services, campus information networks and infrastructure, distance learning, telecommunications, internet, intranet, and technical training for the College. The Associate Vice President of Information Technology has primary responsibility for planning and development of information technology operations throughout the College.

SPECIFIC RESPONSIBILITIES:

1. Advise the President and Senior Staff in identifying and executing opportunities that leverage technology for the benefit of college programs and constituencies.

2. Development and leadership of a college-wide process to set priorities for how IT resources at the College can best be used to forward the goals of the College.

3. Oversight of the provision of technology and support throughout the College, including the deployment, enhancement, and support for enterprise-wide applications, college-wide infrastructure, intranet and web environments for the College.

4. Planning, selection, and deployment of enterprise-wide academic and administrative systems, applications, processes, data and telecommunications networks, and additional infrastructure.

5. Development of college-wide IT policies, in conjunction with members of the Senior Staff, as well as college divisions and departments.


7. Ensure the effective and appropriate expenditure of the College’s funding resources to achieve efficient delivery of information services.

8. Facilitate the acquisition of external resources to support information services improvements by being knowledgeable about government agencies and/or grant programs designed to provide resources for information technology.
9. Responsible for the College’s information security, including the Payment Card Data Security Standard (“PCI-DSS), archiving and security of student records, and disaster recovery policies and processes.

10. Chair the College’s Informational Technology Committee, consulting it in matters of college-wide vision and direction for information services.

11. Responsible for the financial budgeting, monitoring, and forecasting of the technology departments in conjunction with the Vice President of Finance and Administrative Services.

12. Perform other duties as assigned by the Vice President of Finance and Administrative Services.

QUALIFICATIONS:

- Broad knowledge of best practices in the multiple facets of the field of information technology is required. Ability to provide leadership for college-wide technology projects, to develop and implement strategic initiatives, to initiate and sustain collaborative partnerships within a complex organization and to manage the transformation of key systems.

- Commitment to and previous experience with the development of an effective IT workforce is required.

- Strong service orientation with the interpersonal communication skills required to effectively relate to students, faculty, staff, alumni, and community members.

- Experience in personnel administration and budgetary management.

- Ability to articulate issues related to computing and instructional technology to a wide variety of audiences.

- Minimum qualifications include 10 years of experience, with at least five years of progressively responsible management and leadership experience in a complex IT environment. Experience in higher education and a master’s degree in Information Technology, Computer Science, Telecommunications, Educational Technology or related field is required.

NOTE: Due to the driving/travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, resume and three letters of professional reference to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu.