Title: Assistant Vice President UCIT

Pay Scale Group: 99

Description Summary

Reporting to the Vice President and CIO for Information Technology, provides leadership, vision, and direction for a UCIT designated division; independently anticipates technological challenges and opportunities by developing, implementing and assessing a comprehensive strategic operating plan; build consensus and develop collegial, collaborative working relationships with a broad range of constituencies.

Characteristic Duties

Serve on the Vice President’s management team, participating in decisions affecting the units under direct supervision as well as the organization unit as a whole; counsels the VP/CIO on the University’s technological challenges and opportunities; serve on various department, division, and university committees; represent UCIT at appropriate university bodies, committees, councils, etc., as requested; plan, direct, provide leadership and execute special projects as assigned.

Ensures the Technology Department is in compliance with federal statutes and regulations, state and local laws, UC policies and procedures, and relevant contractual obligations; develops backup and continuity plans that anticipate emergencies and system problems in order to avoid failures of critical systems.

Plans, prepares, and administers the department budget and exercises proper financial controls.

Works closely with IT staff and the VP/CIO to drive the divisions’ mission, vision, and objectives; anticipates technological needs in a way that fulfills educational and business requirements; reviews, refines, and establishes processes and protocols to build a strong technological infrastructure and provide exceptional technical assistance; ensures that direct technical support is provided in a professional and timely manner to students, faculty and staff; creates a customer service-oriented culture; recommends process improvement, efficiencies and system to the VP/CIO.

Communicate with Deans, Chairs, and Directors within the university to identify service needs, potential service solutions, and other management services; ensure that related activities are carried out in accordance with generally accepted principles.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary actions, approve time off, etc.).

Minimum Qualifications

Bachelor’s degree with ten (10) years or advanced degree with eight (8) years’ experience related leadership experience and include three (3) or more years supervision experience.