

Job Opportunity

Human Resources
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Equal Opportunity Employer
All qualified persons will be considered for employment without regard to race, color, religion, gender, national origin, age, disability or sexual orientation.

Candidates with disabilities requiring accommodations and/or assistance during the hiring process may contact Human Resources at the above telephone number.

17600 Pacific Highway
(Hwy. 43)
PO Box 261
Marylhurst, OR 97036-0261
www.marylhurst.edu

JOB TITLE: Vice President of Information Technology – CIO

REPORTS TO: President

CLASSIFICATION: Full-time, Exempt

PURPOSE OF POSITION: Reporting to the President and as a member of the Cabinet, serve as the strategic leader for information technology at Marylhurst University. This is a new position for the University.

ESSENTIAL FUNCTIONS:

1. As a member of the President's Administrative Cabinet, serve as the strategic leader for information technology at the University. Develop and maintain a strategic plan in support of the institutional mission and University strategic plan.
2. Provide leadership and support for constituents in their use of technology. Assess technology needs, goals and satisfaction of faculty, staff, students and other members of the University community.
3. Plan, coordinate and assess the acquisition and integration of academic and administrative applications. Supervise the design, installation and maintenance of networking and telecommunications infrastructure.
4. Communicate with constituents beyond technical and operational concerns to frame issues clearly, concisely and in terms relevant to the institutional as a whole.
5. Identify staffing, budgetary and other technology resource requirements and develop creative approaches to meet these requirements. Develop and monitor operating and capital budgets related to technology to ensure optimal use of financial and other resources.
6. Select and have oversight of outsourced IT service providers. Negotiate IT contracts and coordinate relations with vendors and other external entities.
7. Establish and manage standards, policies, guidelines, and security practices for technology usage. Serve as the University's risk management officer for information technology which includes network and application security, acceptable use, information privacy, disaster recovery, regulatory compliance, and campus safety information and notification systems.
8. Provide leadership to Information Technology (IT) and Center for Learning & Technology (CLT) staff, effectively managing both personnel and projects.
9. Collaborate with the Technology Stewarding Group, an institution constituent based group, regarding a range of information technology issues.
10. Keep current with technology trends applicable to higher education and represent the University in appropriate organizations.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

1. Master's degree required. However, additional experience and/or applicable certifications may substitute for an advanced degree.
2. Five to seven years of progressively responsible senior level experience in information technology with the ability to provide leadership and strategic thinking and planning around technology. Experience in higher education strongly preferred.
3. Comprehensive knowledge and understanding of technology concepts and principles.
4. Clear vision of the role of technology in higher education including online education.
5. Possess a broad knowledge of information technology trends, applications, policies, regulatory and legal issues the University must navigate to fulfill and achieve its strategic initiatives.
6. Ability to lead a team of professionals with varying backgrounds and responsibilities around technology.
7. Advanced skills and experience in project management including budgeting.
8. Demonstrated ability to negotiate and manage contracts and agreements with outside vendors related to technology.
9. Outstanding verbal and written communication skills including the ability to engage University constituents in conversations around information technology.
10. Understanding of and appreciation for a student centered higher education environment that embraces both the liberal arts and professional studies including online education.

BENEFITS: University-paid medical, dental, and vision coverage for the employee. Five weeks paid vacation; paid sick leave and holidays; tuition waiver program; life and disability insurance; and generous retirement plan.

TO APPLY: Send a cover letter and resume to Human Resources by February 28, 2010.