

Job Code:..... 100986  
Position #: (NUNC)(E)  
Developed by:.... GF  
Reviewed by:..... LK  
Approved by:..... LK  
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**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Chief Information Officer & Associate Vice President for Information Technology  
**DIVISION:** Academic Affairs (Information Technology Services)  
**REPORTS TO:** Provost  
**GRADE:** 22  
**SUPERVISES:** Professional, technical, and administrative support staff

**BASIC FUNCTION:**

Responsible for planning, coordination and leadership for the University's information technology services and support, including Management Information Services, Technical and Operational Services, Information and Instructional Technology Services, Networking and Telecommunication Services, and Library Services in support of the University's mission in instruction, research, academic outreach, and technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The CIO is responsible for working with faculty and staff to develop and communicate the status of technology plans and initiatives; for managing administrative and academic technology support staff under his/her supervision; and for promoting and delivering quality service to the faculty, staff, and students.

Provide a vision and unified direction for the use of technology. Lead the University in the development and use of information technology in instruction, research, and institutional administrative support.

Develop and implement a strategic plan for information technology services at URI consistent with the President's strategic plan, the Provost's academic mission, and the mission of the University. Provide frequent status reports about major technology initiatives to senior management.

Develop strong working relationships with all divisions of the University to ensure that IT strategies and directions are consistent with the mission of the institution.

Provide leadership in the development of distance education programs, in training programs for faculty and staff, and assist in the development and delivery of Web based courses.

Establish, maintain, and implement plans for information security, data integrity, and disaster recovery.

Responsible for the budgets for all functional areas under his/her supervision including annual budget for acquisition of hardware and software purchases/replacements. Examine and recommend contracts for the purchase, lease, and maintenance of hardware and software, services and communications equipment to meet the computing needs of the University. Responsible for mandating a balanced budget throughout the fiscal year.

Engineer an organizational structure and working environment to support service orientation and coordination of campus IT resources. Ensure continuous improvement at all levels of the organization.

Engage and collaborate with faculty and senior administrators to ensure information services are provided in an effective manner that supports the academic mission of the University.

Lead the University in cooperating with other Rhode Island and New England academic and research partners in information technology, computing, telecommunications, and networking services. Chief

**OTHER DUTIES AND RESPONSIBILITIES:**

Serve as a member of the Council of Deans and the Provost's staff.

Serve as Chair of the University Information Resources Council.

Serve on various boards/committees as needed, for example, State Information Resources Management Board, Ocean State Higher Education Economic Development and Administration Network (OSHEAN) Board, Office of Higher Education (OHE), IT Cost Savings Working Group, PeopleSoft Advisory Committee, etc.

Provide monthly, quarterly, bi-annual, and annual reports to the Board of Trustees as required.

Perform additional duties as assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Advanced degree in an area relevant to the position. Demonstrated understanding of the mission, role, and operations of libraries, computing, and information technologies, and have five or more years of significant prior successful administrative experience in at least one of these areas operating in a complex environment. Demonstrated successful experience in integrating information systems, resources, and services in support of academic and/or administrative functions. Demonstrated accomplishments through research, creative activity, professional activity, or other means sufficient for appointment at the vice provost/dean level. Demonstrated ability to further the goals of the library, computing, information, and instructional technologies to support the teaching and research of the faculty and the learning outcomes of students. Demonstrated excellent interpersonal, communication, and collaborative skills. Demonstrated ability to build team support. Demonstrated evidence of creativity, flexibility, innovation, and vigorous leadership. Demonstrated ability to increase resources through external sources, including partnerships, grants, and private giving. Demonstrated leadership experience in managing information and instructional technologies, preferably in higher education. Demonstrated ability to advocate the centrality of libraries and information technologies to the mission of the university. Demonstrated strong service commitments to clients. Demonstrated ability to advance innovative programs in response to a rapidly changing information environment. Demonstrated ability to work with diverse groups/populations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**