

Class Code:0986
Position #: (NUNC)
Developed by:
Reviewed by:
Approved by:LK
Date:2/95,10/96,2/05,12/09

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Chief Information Officer
DIVISION: Academic Affairs, Office of Information Services
REPORTS TO: Provost
GRADE: 22
SUPERVISES: Professional, technical, clerical support staff, and adjunct faculty

BASIC FUNCTION:

Lead the University of Rhode Island's ongoing commitment to support and promote the strategic use of information technology to advance the academic mission of the University. Operate as the principal IT policy advisor to the Provost, President, and other senior management. Provide leadership for all aspects of information resources, technology and services, including articulating and implementing a vision to meet the needs of the changing environment of technology services in higher education. Foster a philosophy of continuous improvement including upgrading of the campus network infrastructure and Enterprise Resource Planning (ERP) implementation of PeopleSoft administrative systems. Foster enhanced technology and services that apply directly to the research, teaching and outreach mission of the University, and maintain and enhance the investments that have been made in the network infrastructure and administrative systems.

This leadership role includes oversight of 5 technology units with approximately 60 full time employees and approximately 200 student employees. The Chief Information Officer (CIO) leads the Office of Information Services (OIS). OIS is responsible for academic and administrative computing which includes Networking and Telecommunications (NETS), Technical and Operational services (TOPS), Information and Instructional Technology Services (IITS), Management Information Services (MIS), and Institutional Research (IR). The CIO will work closely with the Dean of the University Libraries to ensure that library systems and resources (including digital repositories) will be designed, implemented, and maintained in support of library patrons and the academic community.

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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.

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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 Governors as required.
- Perform additional duties as assigned.

Environmental Conditions:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

The following are required:

- Minimum of master's degree in a relevant discipline, such as information technology, management information systems, and computer systems; 5 years of significant experience at a senior management level within a division of academic and/or administrative computing; IT experience in higher education environment.
- Experience directing complex technology projects including proposal formulation, budget setting, contract negotiations, project planning and implementation, managing staff, and problem solving.
- Significant understanding of ERP systems and their applicability within a complex academic environment, applications and systems unique to academia (for example, open source applications, course and learning management systems, instructional and classroom technology, and electronic portfolio systems).
- Strong oral and written communications and interpersonal skills that involve collaboration among faculty, staff and senior administrators.

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The following are preferred:

- Experience and knowledge of the applications used to support administrative systems, instructional delivery, database management systems, and voice and data network technologies; knowledge of emerging technologies.
- Extensive knowledge and experience in the design, implementation and maintenance of a multi-platform, integrated enterprise and academic/research computing environment.
- Significant understanding of research computing and networking.
- Experience in fostering teamwork and direction among information technology employees reflected in a results-oriented, energetic, innovative, flexible, client-focused style with a thorough understanding of higher education administration and culture.
- Demonstrated experience in improving processes furthering strategic goals of computing, information and instructional technologies to support the teaching, research, and outreach efforts of the faculty and the learning outcomes of students.
- Experience with PeopleSoft, Banner or Oracle.

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