
Auburn University Job Description

Job Title: **Dir, Univ Wide Information Sys**

Job Family: No Family

Job Code: **MA16**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Reporting to the Executive Vice-President, provides direction and management oversight to the university wide information systems (UWIS) effort throughout campus and outlying units.

Essential Functions

1. Coordinates the work on the UWIS projects in conjunction with team leaders of local management teams.
2. Monitors and periodically assists or directs local management teams.
3. Identifies problems and potential problems and takes corrective action or ensures deficiencies are reported or assigned to the appropriate level.
4. Chairs the UWIS management team.
5. Provides university leadership with status reports related to UWIS and meets on an as needed basis.
6. Maintains strong relationships with faculty and program team leaders, and serves as end-user liaison and representative.
7. Ensures that functional work teams have the assignments and structure needed to manage project subtasks.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Business Administration, Management, Computer Engineering, Computer Science, Management Information Systems, Public Administration or related field
Experience (yrs.)	7	Experience in information systems project management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of information technology principles and applications, computer system management methodologies, and new technologies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011
