Auburn University Job Description

Job Title:	**VP, Chief Information Officer**	Job Family:	No Family
Job Code:	**MA17**	Unclassified	
FLSA status:	Exempt		

Job Summary

Reporting to the University President, provides strategic leadership, oversight, and management for all aspects of information systems to include, but not limited to, Information Technology (IT) governance, strategic planning and direction, development of policies, ensuring compliance requirements are met, asset management, analysis and evaluation of utilization and data sharing, and research, new initiatives, procurement and access control.

Essential Functions

1. Provides oversight and direction to all IT organizations within Auburn University to ensure university-wide mandated policies and procedures are appropriately and effectively implemented.

2. Analyzes business needs presented by the user community and clients, and recommends technical solutions.

3. Develops and enforces IT policies and procedures.

4. Develops business case justifications and cost/benefit analyses for Auburn University IT spending and initiatives.

5. Coordinates, authorizes, and oversees the research, deployment, monitoring, maintenance, development, and support of university technology solutions based on the institution-wide strategy.

6. Oversees negotiations and administration of all vendor, consultant, and service contracts related to IT.

7. Oversees the security of university information systems.

8. Evaluates the effectiveness and efficiency of IT-related staffing and installed applications across the enterprise.

9. Maintains awareness of changing IT trends and regulations which might impact the university and take action as required.

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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Information Technology, Computer Science, Telecommunications, Information Systems Management, Business Administration, Educational Technology, or related field
Experience (yrs.)	10	Experience in a senior level technology leadership role, project planning and execution, and budgeting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of current and emerging technology principles and applications, computer system 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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 8/30/2018