

WARTBURG COLLEGE

POSITION DESCRIPTION

Title: Chief Information Officer - CIO

Preparation Date: July 2023

Function of Position:

The CIO is responsible to the Office of the President. This position plans, directs, and manages all functions of Information Technology Services to ensure the development and implementation of cost-effective systems and efficient computer operations. This position is also responsible for maintaining best practice for risk management and data privacy serving as the Chief Security Information Officer.

Principal Duties and Responsibilities:

- 1) Develop and implement tactical and strategic plans for administrative and academic computing, technical productions, and student media aligned with College goals and mission. (20%)
- 2) Oversee cybersecurity and data privacy initiatives. Establishes policies, practices, and security measures to ensure effective information processing operations to safeguard College information. (15%)
- 3) Supervise and oversee the Information Technology personnel. Recruits, trains, motivates, and empowers staff to effectively carry out department functions. Participates in developing departmental goals, encourages ongoing development of staff, and annually evaluates performance. (10%)
- 4) Communicate and consult with campus constituencies integrating Information Technology support with other campus departments. (10%)
- 5) Administer maintenance, licensing, and purchase of all information technology systems. Includes evaluating products, negotiating vendor contracts and service agreements, and managing inventory. (10%)
- 6) Prioritize and coordinate Information Technology projects ensuring effective timely delivery within appropriate budget constraints. (10%)
- 7) Administer system management and provide training and technical support of all computing systems, communication software, such as email, calendar, video conferencing and productivity software, such as documents, worksheets, graphs, and presentations. (10%)
- 8) Develop and oversee Information Technology budgets within budgetary guidelines to contribute to cost-effective operations within the College. (5%)
- 9) Oversee sound and video for all major College events. (5%)
- 10) Maintains knowledge on emerging trends related to technological advances and best practices. (5%)
- 11) Other related duties as assigned.

Supervision:

Reports to the President and is expected to proactively communicate and collaborate with a broad array of campus constituents. The CIO is expected to demonstrate initiative, develop new policies and procedures when appropriate, and pursue completion of all objectives, planning and prioritizing their own work and resolving unusual cases in consultation with their supervisor.

Minimum Qualifications:

Requires a master's degree in business administration, computer science, information technology or related field and ten years of experience in administration of information systems and technology with increasing level of responsibility throughout. Requires five years of experience in budget management, project management, contract negotiation experience, leadership experience, and supervisory experience. Excellent written and verbal communication, interpersonal, collaboration, and customer service skills; ability to maintain sensitivity, understanding, and respect for a diverse academic environment required.

Prefer five years of experience in higher education.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.