Vice Chancellor, Information Technology

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Position Information

Location	Highland Campus
Hours	Normal Hours are 8am-5pm, M-F. However, given the nature of this role, other times or additional hours may be necessary.
Salary	Salary Commensurate Upon Experience.
FLSA Status	Exempt
Reports To	Executive Vice Chancellor, Finance & Administration
Criminal Background Check	Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

College Profile Austin Community College (ACC) is a public two-year institution that serves a diverse population of approximately 41,000 credit students each fall and spring semester. We embrace our identity as a community college as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriately

applied baccalaureate degrees, in our service area. As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community.
- Values intellectual curiosity and innovative teaching.
- Is attracted by the college mission to promote equitable access to educational opportunities.
- Cares about student success and collaborates on strategies to facilitate success for underrepresented populations.
- Welcomes difference and models respectful interaction with others.
- Engages with the community both within and outside of ACC.

Our Mission The Austin Community College District promotes student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training in its service area. For more information, see http://www.austincc.edu/about-acc/mission-statement. **Commitment to Equity and Inclusion** ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes. As an open-access and low-cost institution, ACC is proud to serve a diverse student body. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to the diverse cultures and socio-economic backgrounds of our students. The College values and is committed to equity, diversity, and inclusion throughout the College community. **General Statement of Job** Responsible for leadership of the College's Information Technology Division and serves as the college's Chief Information Officer. The Division of Information Technology is responsible for the College's IT hardware, networks and applications across the entire district, which consists of 11 campuses in the Austin region. Departments within this division include application development, application management, infrastructure (network, systems, and telecom) engineering and operations, IT security, support services, and the IT project management office. **Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.**

1. Provides leadership and vision for the use of information technology as a critical component for the success of the college.
2. Provides leadership and oversight of staff; coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws. Recommends hire and termination personnel actions for positions managed.
3. Promotes innovative, efficient, effective and shared uses of information technology solutions across the college.
4. Develops and implements a multi-year, Technology Master Plan in collaboration with college stakeholders and in alignment with the College's Strategic Plan.

5. Meets with various College leaders regularly to ensure the College's technology needs are being met and that the Technology Master Plan is aligned with the College's Strategic Plan.
6. Directs the planning, budgeting, and operations of the Information Technology Division.
7. Develops strategic relationships with various constituencies across the state of Texas as well as in the higher education and corporate community.

Knowledge Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Demonstrated experience and expertise in directing the use of Information Technology throughout an organization.
- In-depth knowledge of current and emerging technologies and trends in IT and the ability to evaluate and effectively implement them throughout the college.
- Develop goals and strategies to ensure the IT department operates smoothly and effectively.
- Oversee and direct the IT infrastructure, networks and computer systems operations throughout the college to ensure optimal performance.
- Create and adapt a variety of technological platforms to improve and enhance student experience.
- Strong financial acumen, negotiation, cost management skills and the ability to develop highly-effective business partnerships.
- Excellent knowledge of IT Systems including ERP, CRM, Enterprise Integration, Business Intelligence, ITSM, and Cyber Security.
- A strong strategic and customer focused mindset.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule which may include some evenings and weekends.
- Providing leadership at all levels of the college.
- Working in a collaborative manner with diverse constituencies.
- Excellent communication, written and verbal, and interpersonal skills.
- Making recommendations that impact the budget.
- Managing the budget within assigned unit/division.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Maintaining confidentiality of work-related information and materials.
- Working effectively with a diverse and multi-cultural student body, faculty, and staff.

Technology Skills

- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use programming languages, web-based applications, database management techniques, and business software applications.

Required Work Experience

Five years related work experience including managerial/strategic experience.

Preferred Work Experience

Ten or more years related work experience including five years managerial/strategic experience.

Required Education

Bachelor's degree in related field. Experience cannot be substituted for required, applicable educational level.

Preferred Education

Master's degree in related field.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

Provide resources for safe operation of units. Create and support workplace safety.

HR Use Only

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ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D. ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time,

with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.
Austin Community College is an Equal Opportunity Employer.