



POSITION: Chief Information Officer (CIO)
REPORTS TO: Executive Vice President for Finance & Administration

Florida Memorial University:

Florida Memorial's history and traditions reach back to 1879. Our legacy of determination and accomplishment has made us the only historically black university in southern Florida. We are a culturally diverse institution, transforming lives and helping to create a future for people from many races, ethnicities, countries, religions, and socio-economic backgrounds. Members of the Board of Trustees, administration, faculty, staff, students, and alumni take every opportunity possible to express pride in the institution.

Position Summary

The Chief Information Officer (CIO) provides leadership and strategic vision for the institution's information technology assets, infrastructure and services. The CIO is the visionary executive with an understanding of the present and a grasp of the future of computing in higher education. They must have a total understanding of the mission of the university and facilitate the technology needs to meet the spoken and unspoken goals of the organization. They also must have an overall grasp of all upcoming and new technologies that will affect teaching and learning as well as day-to-day business at the university.

They must have the ability to plan and prioritize A strong strategic plan for long-term stability and data integrity of all of the University's information. Additionally, they need to have a full appreciation of the transformational impacts of technological innovation in education, teaching an administration of higher education and the ability to clearly communicate technological trends to university leadership, faculty and staff. The individual works collaboratively with the university community and its leaders to define the vision and lead the implementation of information technology activities that support the institution's strategic goals. The CIO will lead and oversee a full range of information technology services for the university, including central computing facilities, network infrastructure, media services, enterprise systems, learning technologies, and a range of technologies that support innovative approaches for enhanced security of information resources.

Duties and Responsibilities

- Oversees, manages, and coordinates all aspects of the central technology organization for the University.
- Provides vision, leadership, and strategic planning for the University's central technology organization.
- Sets the overall direction for the technology organization through strategic planning and evaluation by providing leadership, planning and management for all areas of information technology strategy, development and implementation.
- Oversees the creation, establishment and application of the IT business continuity plan and disaster recovery plan to ensure that IT operations continue and are recoverable in the face of unexpected disasters.

- Develops and/or updates IT procedures and processes to enhance efficiencies and maximize the capabilities of applications.
- Works collaboratively with other members of the leadership team of the University to establish institutional technology priorities and technology management policies and procedures.
- Provides leadership and direction to all the departmental managers within the IT organization.
- Oversees the creation, establishment and application of the IT business continuity plan and disaster recovery plan to ensure that IT operations continue and are recoverable in the face of unexpected disasters.
- Develops and/or updates IT procedures and processes to enhance efficiencies and maximize the capabilities of applications.
- Works collaboratively with other members of the leadership team of the University to establish institutional technology priorities and technology management policies and procedures.

Qualifications:

- Requires a bachelor's degree in Computer Science, Business Administration or a related field or equivalent experience along with minimum 10 years of Information Technology leadership experience. A Master's degree in Business Administration, or related field is highly desirable.
- Knowledge and experience in implementation and use of academic and research information data bases, technology/infrastructure for delivery of online courses, and electronic resources
- Extensive technical knowledge relative to media, computing, and communications-related areas
- Demonstrated ability to lead and collaborate with diverse groups of people providing technology support
- Demonstrated successful and relevant experience in administering the IT infrastructure and security policies and processes within a higher educational environment
- Demonstrated budget and finance experience
- Understanding of technologies relevant to higher education and research
- Privacy, security, and compliance knowledge
- IT contract management skills
- Excellent written and oral communication skills

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