To apply, submit an employment application (click here for application), resume, and letter of interest to: Chief Executive Officer
5301 S Highway 16
Rapid City, SD 57701

CHIEF INFORMATION OFFICER
Position Description

Summary
The Chief Information Officer provides vision and leadership for developing and implementing information technology initiatives. This position directs the planning and implementation of enterprise IT systems in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Chief Information Officer must satisfy the following minimum qualifications:
1. Master’s degree required; or a written plan to complete the Master’s degree as approved by the hiring manager; Master’s degree in MBA, IT, CIS, computer science or similar field strongly preferred; networking, virtualization or security certifications preferred; and
2. Ten years of experience managing and directing broad-based IT operations; Five years of experience in a higher education environment preferred.

Skills and Attributes
The Chief Information Officer must possess the following skills and attributes: ability provide technology leadership and vision for the university; ability to provide a strategic level of guidance in support of all information technology initiatives; ability to lead and manage academic and administrative technology across campuses; ability to ensure the privacy and security of user information systems; ability to advance student, faculty and staff productivity with technology support; ability to effectively manages information technology assets.

Essential Functions
The Chief Information Officer performs the following essential functions:
1. Authorizes and oversees the deployment, monitoring, maintenance, development, and support of all hardware and software based on institution wide needs.
2. Develops configuration and monitoring standards for network performance and implements and monitors controls to ensure the standards are maintained.
3. Evaluates business needs, objectives, and goals, researching products available and designating procedures to best meet those needs as a system.
4. Analyzes complex business needs presented by the user community and clients and recommends technical solutions. Develops plans for implementation of new projects, coordinating process with project leaders.
5. Develops and implements all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision.
6. Coaches and directs IT staff in operational activities to ensure compliance with university goals, objectives and the approved budget.
7. Manages IT staffing including: recruitment, supervision, scheduling, development, evaluation and disciplinary actions.
8. Oversees negotiation and administration of vendor, consultant and service contracts.
9. Maintains awareness of changing IT trends and regulations which might impact the university and take corrective action as required.
10. Participates on all hardware and software evaluations along with vendor contracts for maintenance. Makes purchasing recommendations and monitor contract performance to ensure the university receives the full scope of service detailed in IT contracts.
11. Develops business case justifications and cost and benefit analyses for IT spending and initiatives.
12. Develops an IT annual budget, providing justification when needed. Reviews and compares actual results to planned budgetary performance.
13. Collaborates with Provost to ensure effective educational technology for academic offerings.
14. Directs research on potential technology solutions and implementations in support of new initiatives, opportunities and procurement efforts, including academic initiatives and programs.
15. Ensures that network staff utilizes technology to provide staff with a swift, accurate, and secure method to access information, in order that members can be serviced in a highly efficient and effective manner.
16. Oversees provision of end-user services, including help desk and technical support services.
17. Performs liaison duties between users, operations and programming personnel in the areas of systems design, modifications or trouble shooting.
18. Performs other duties as assigned.

Required Work Hours
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities
1. The Chief Information Officer reports to the Chief Executive Officer.
2. This position has supervisory responsibilities for the following:
   a. Director of Information Technology Services
   b. Director of Online Education
   c. IT Application Support Analyst I, II, III
   d. Senior Application Administrator

Physical Requirements
The Chief Information Officer must be able to speak, hear, see, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

Classification
1. FLSA: Exempt
2. IPEDS: Management

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Chief Information Officer.

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Signature                        Date