UNIVERSITY OF WISCONSIN COLLEGES AND
UNIVERSITY OF WISCONSIN-EXTENSION

Assistant Vice Chancellor for Information Technology
and Chief Information Officer

Position Summary

UW Colleges and UW-Extension are seeking applicants for the position of Assistant Vice Chancellor for Information Technology and Chief Information Officer. The Chief Information Officer is responsible for leading a customer-focused organization that delivers innovative, efficient, and effective technology solutions to support the teaching, research, and service missions of UW Colleges and UW-Extension. The Chief Information Officer reports to the Vice Chancellor for Administration and Finance, and is headquartered in Madison, Wisconsin.

UW Colleges and UW-Extension are two institutions within the University of Wisconsin System. UW Colleges consists of 13 freshman/sophomore campuses and UW Colleges Online, which offer an Associate Degree of Arts and Sciences. Its liberal arts curriculum prepares students for transfer to baccalaureate programs. UW-Extension programs are delivered throughout Wisconsin and in every county, often in partnership with other UW institutions. UW-Extension divisions include Entrepreneurship and Economic Development; Broadcasting and Media Innovations; Continuing Education, Outreach and E-Learning; and Cooperative Extension.

Responsibilities

The responsibilities of the Chief Information Officer include:

- Provide overall leadership and direction for technology through strategic planning and evaluation.
- Lead and manage all aspects of the Central Information Technology Services (CITS) unit, including planning, budgeting, and supervision.
- Evaluate university-wide business, service, and academic needs. Recommend and implement information technology strategies and solutions to meet those needs.
- Lead the development and implementation of institution-wide IT strategy that is aligned with the institutions’ missions, strategic plans, and goals. Work with the UW System CIOs and others to ensure that the UW Colleges, UW-Extension and the UW System IT vision and strategies are aligned.
- Establish and maintain strong and effective working relationships with CITS staff, campus and division IT staff, deans and directors, governance groups, and others.
- Provide leadership to ensure successful implementation/upgrades of major institutional administrative and enterprise system projects.
• Champion effective IT governance and administrative structures. Propose, develop, and implement necessary IT policies within those structures.
• Provide leadership in the general management of the institution’s IT structure by promoting more efficient and effective use of campus and division investments in technology.
• Ensure that the scope of technology services offered by CITS is appropriate to help the institutions, campuses, and divisions fulfill their missions and meet their fiduciary obligations. Review and modify service offerings to meet changing institutional needs.
• Develop and maintain best practices and standards for process, design, architecture, and operations in all aspects of information technology.
• Develop cost effective models for delivering high-quality IT services to the institutions and user community.
• Maintain the highest standards in technology-acquisition practices, including developing effective relationships with the technology vendor community.
• Oversee an effective computer network, architecture and security plan for the institution.
• Lead technology business-resumption planning efforts for critical institution systems.
• Represent the campuses, divisions, and institutions on system-wide information technology planning, operational groups, and committees.

Qualities and Characteristics

The CIO must have a demonstrated track record of building strong relationships with colleagues and constituent groups. Additionally, the CIO will:
• Be innovative, resourceful, collegial, and influential, with outstanding interpersonal and relationship-building skills.
• Possess a deep appreciation for academic culture and the mission of the university.
• Have a sophisticated understanding of technology’s evolving role in higher education.
• Be able to present and explain complex concepts and ideas in clear and understandable terms.
• Have demonstrated excellent communications skills including listening, speaking and writing.
• Be comfortable planning and affecting successful change.

Required qualifications

A bachelor’s degree is required, and at least five years of significant professional experience managing information technology in higher education or other complex organizational setting.

Salary and Benefits

The official title of this position is Assistant Vice Chancellor with a working title of Chief Information Officer. The position is available immediately and provides a highly competitive salary, commensurate with qualifications and experience.
Excellent benefits include participation in the Wisconsin Retirement System; life, medical and hospitalization insurance; vacation and sick leave. For more detailed information on benefits, see http://www.uwsa.edu/hr/benefits/uben.pdf.

Application Procedure

The position is open until filled. However, in order to ensure full consideration applications must be received by June 28, 2013. A complete application will include the following:

1. A letter of interest addressing the applicant’s qualifications and experience as they relate to the responsibilities of the position.
2. A professional resume.
3. The names, addresses and telephone numbers of five references. Indicate your relationship with each.
4. A written statement of whether you wish to have your application held in confidence. (Wisconsin’s open records law requires us to provide, upon request, a list of all applicants who have not requested in writing that their identities remain confidential. However, the names and titles of all finalists for the position must be disclosed upon request.)
5. A completed “Applicant Survey Form” (used for reporting purposes only). The form is available at http://www.uwex.edu/jobs/documents/survey.pdf.

Application materials should be submitted in pdf format via e-mail to:

    Angela Schultz
    UW-Extension Human Resources
    432 N. Lake Street, Room 201
    Madison, Wisconsin  53706
    angela.schultz@uwex.edu

In accordance with Wisconsin’s open records law we are required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The names and titles of all finalists for the position must be disclosed upon request. The form to request confidentiality is available at http://www1.uwex.edu/jobs/documents/notice.pdf.

A criminal records review will be conducted for final candidates. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record. Convictions and pending charges will be considered only if they are substantially related to the circumstances of this position.

The University of Wisconsin-Extension is an Equal Opportunity/Affirmative Action employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.

Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control act of 1986.