

Position Information

Posting Number 20141656

Posting Type: Replacement

Official Title IT EXECUTIVE DIRECTOR

Working Title IT Executive Director

Title Code 10235

Retirement Plan TRS or ORP

For information about the different UGA Retirement Plans, please click [here](#)

Salary Range: \$80,000 + depending on qualifications

Department 163-Arts & Sciences-Deans Office

Job Summary: This position leads all aspects of Franklin College Office of Information Technology. This position represents Franklin College in university-level IT governance and serves as IT advisor to the Dean's Office. This position ensures alignment between Franklin IT and the mission of Franklin College; this position is accountable for making Franklin IT innovative, efficient, and effective. This position oversees multiple complex projects with a college-wide scope. This position has extensive budget and performance management responsibilities. This position has additional duties in the areas of college-level planning, staffing, and process improvement.

Minimum Qualifications

See below.

Preferred Qualifications

Management and leadership experience at UGA preferred.

Education, Experience, Licensure, Certification required:

Master's or PhD. plus considerable experience (preferably in higher education IT management); relevant certifications desired, especially project management and ITIL.

Knowledge, Skills, Abilities and/or Competencies required to successfully perform work

This position requires excellent problem-solving, customer service, and communication skills.

Physical Demands

This position will spend long periods of time working on computers.

Work Hours

M-F, 8am-5pm

Posting Date

10-02-2014

Closing Date

Open Until Filled

Full-Time or Part-Time?

Full-Time

Type of Employment

Full Benefits Eligible

Location of Vacancy

Athens Area

Special Instructions to Applicants

Candidates should upload a letter of interest, CV, and list of three references.

Job Duties

6 Records

% of Responsibility / Duty Time

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- 40**
- Serve as senior IT advisor to Dean's Office and Franklin leadership.
 - Represent Franklin College in university-level IT governance.
 - Provide strategic leadership for all information technology (IT) services in Franklin College including planning, delivery, and management. Franklin OIT includes all aspects of information and instructional technology as well as web design and application development.
 - Oversee multiple complex projects with a college-wide scope.
 - Ensure alignment between Franklin IT and the mission of the College; make Franklin IT innovative, efficient, and effective.
 - Facilitate data-driven decision-making and paperless processes.
 - Seek alignment with university-level IT and develop IT policies, standards, and procedures for Franklin College as necessary. This position has extensive documentation and reporting responsibilities
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- 20**
- Oversee classification, compensation, performance management, and professional development for IT professionals in Franklin College.
 - Oversee all aspects of student technology fee including data collection, proposal development, allocations, budgeting, and reporting.
 - Oversee operational aspects of equipment allocations including scenario vetting and all other logistics.
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- 15**
- Create classification and compensation targets for staff college-wide with input from stakeholders. Coordinate staff development opportunities. Make recommendations regarding college-wide staffing.
 - Review processes and recommend improvements.
 - Conduct college-level research at the request of the Dean.
 - Participate in college-level strategic planning efforts.
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- 10**
- Effectively communicate with stakeholders inside and outside Franklin College; serve as a translator between technical and non-technical audiences.
 - Maintain understanding of university and college-wide priorities, processes, and operations.
 - Maintain effective relationships with internal and external stakeholders.
 - Engage in brokering and negotiations on behalf of Franklin College.
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- Serve as college-level Faculty Activity Report (FAR) liaison.
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- Develop and revise building safety and security and pandemic plans for the Dean's Office.
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If you anticipate needing any type of accommodation to participate in the University's employment process, please contact our office.

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