



Job Classification Description

Director of Administrative Information Systems for the Vermont State Colleges

Non-Bargaining Unit

**Grade 18
Exempt**

BASIC FUNCTION

Management of the system-wide use of administrative information systems including Datatel's Colleague and related products. Coordination of the functional teams; management and oversight of programming staff, coordination of vendor partnerships and relationships that maximize our investments to the best advantage of students; development and oversight of critical data policies and standards in conjunction with the Council of Presidents and VSC Information Technology Services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Oversee all major administrative system projects and recommend priorities.
- Manage programming staff, overseeing all aspects of maintenance, support and new project development.
- Establish maintenance support service levels; periodically report on progress toward meeting service levels.
- Institute strong project management, quality assurance and other best practices to maximize our investments in people and systems.
- Serve as the single point of contact with Datatel, managing consultant use, quality of the vendor relationship, product direction, and clear lines of communication.
- Provide technical advice on administrative systems; assess established processes and measure them against best practices for effectiveness; and recommend process changes or initiatives.
- Safeguard data integrity and data security through systematic review, process improvement, and training.
- Working with the VSC Chief Information Officer (CIO), provide a budget and three-year projections for system-wide shared expenses relating to the administrative database systems.
- Provide the Chief Information Office with regular updates, including statistics, the effectiveness of services, and a vision for continuously improving service.

- Receive Team Action Plans and manage OC/IT Project List. Provide regular progress updates on OC/IT activities and their relationship to Team Action Plans.
- Work closely with the Chief Information Officer, the Director of Library Planning, and the Director of Learning Technologies to ensure the interoperability of mission-critical systems and the close coordination of planning, implementation, maintenance, and use of these systems.
- Perform other related duties as assigned; add value to the hosting college through participation in committees, planning, and other initiatives.

SUPERVISION RECEIVED

The DAIS reports to the President of the host VSC College and to the CIO. The Director provides routine reports to the Chief Information Officer.

SUPERVISION EXERCISED

Direct, day to day management of OCIT programming staff. Consultative supervision of team leaders.

MINIMUM QUALIFICATIONS

A bachelor's degree in business administration, information systems management, information technology, computer science or related degree is required; an advanced degree is desirable. This position requires demonstrated strengths in interpersonal communications, teamwork skills, supervision, project management skills and the ability to work in and foster a highly collaborative environment. Three to five years experience in developing or implementing large scale database systems, an understanding of basic administrative functions of higher education, plus an understanding of academic communities, is critical to the success of this position. Experience with Datatel's Colleague is highly desirable.

Additional Qualifications

- Knowledge of higher education database management principles, best practices and procedures and the ability to interpret and meet a variety of needs for college and system operations.
- Demonstrated skills in project management and a demonstrated ability to foster collaboration, cooperation, and communication among diverse groups.
- Excellent administrative, organizational, communication and supervisory skills.
- Ability to deal effectively with vendors and a wide range of individuals inside and outside the VSC.
- Significant experience in end-user services, and a demonstrated commitment to those services, and to customer satisfaction.
- Familiarity with a wide variety of information technologies.

- A demonstrated ability to manage resources in an effective, creative, and fair manner.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.