Job Title: Vice President, Technology

JOB SUMMARY

The Vice President, Technology is responsible for creating and maintaining a strategic technology focus characterized by developing IT products and services that meet the needs of the college and aid in more efficient delivery of services to customers.

MAJOR DUTIES

- Monitors changes in technology and related regulations/laws in order to assess the impact of changes on IT’s long-term strategic planning;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Serves as subject matter expert on topics and issues regarding technological innovations and developments to assist in staying current in technology advancements;
- Serves on, or leads appropriate teams in order to research and/or develop technologies, which will increase the effectiveness of college;
- Creates and maintains a strategic technology focus characterized by developing IT products and services;
- Participates and oversees public relations efforts to improve customer awareness of technology;
- Coordinates technology-based resources that support instruction and provide service to students;
- Designs and executes plan for obtaining and maintaining accredited status for the technical college with the Commission on Colleges;
- Manages and oversees financial/budget operations of the department;
- Contributes toward the establishment of plans relating to the design, construction, engineering, repair and maintenance projects as related to IT products and services;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains up-to-date with policies, procures, and state or federal laws that may impact department initiatives;
- Develops and maintains internal control structures;
- Participates in strategic planning;
- Highly visible in community and promotes college throughout service area; and
- Reviews relevant data to identify trends and recommend actions;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects.
COMPETENCIES

- Skill in the use of computers and job related software
- Skill in planning and organizing projects
- Skill in oral and written communication
- Skill in interpersonal relations and effective problem solving methods
- Skill in analyzing data and situations for accurate assessment
- Knowledge of the college philosophy and objectives as they relate to performance
- Knowledge of personnel management practices, budget and accounting practices, assessment and accreditation principles and issues and trends in higher education
- Ability to work with staff and faculty in integrating effective assessment practices
- Ability to supervise, advise, and mentor staff
- Ability to provide leadership in high-pressure situations

MINIMUM QUALIFICATIONS

- A Bachelor’s degree *and* Seven (7) years of work related experience
  
  OR

- A Master’s degree *and* Three (3) years of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.