Job Title:  Vice President, Technology  
Job Code:  80856

**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.