SUMMARY: Under administrative direction of the Vice President for Finance and Administrative Services, plans, directs, and manages the University’s Information Technology Service department. Provides leadership, management, and direction for the University's shared information systems, to include institution-wide planning, budgeting for information technologies, and coordination and integration of all University IT matters. Recommends institutional policy for information technology.

DUTIES & RESPONSIBILITIES

• Responsible for overall operations and supervision of employees of the ITS department;
• Participates in the development, implementation, and maintenance of policies, objectives, and short and long range planning for NMHU;
• Collaborates with departments and administration to establish goals and priorities for technology solutions to meet institutional needs;
• Determines need for IT related training of campus personnel and ensures it’s delivery;
• Ensures security of computing environment;
• Responsible for overseeing procurement of software and hardware equipment;
• Leads, guides, and oversees the institutional information technology budgeting process, and provides leadership in cost and productivity analysis;
• Leads the process of determining the priorities, projects, and future directions of the University's IT functions;
• Integrates and coordinates the development of and implementation IT programs across the University, to achieve maximum institution-wide efficiencies and synergies;
• Coordinates the identification and prioritization of required IT initiatives among the University's various operating components;
• Provides direction and leadership in the review of present IT systems and methods, and in the formulation of new and revised systems;
• Maintains professional contacts with other universities, external entities, equipment manufacturers, and professional organizations concerning existing and developing information technologies;
• Leads the planning and development of University-wide strategies for generating resources and/or revenues for information technology;
• Provides guidance and counsel to the Vice President in the examination and definition of objectives for existing and/or proposed information systems and the design of improved systems;
• Maintains knowledge and understanding of current and developing information systems technology, equipment, and systems;
• Perform other related duties as assigned;
• Maintain regular attendance.
MINIMUM JOB REQUIREMENTS

- **EDUCATION:** Bachelor’s Degree in a computer related field (eight (8) years’ experience in computing technology may be considered in lieu of a Bachelor’s Degree).
- **EXPERIENCE:** Seven (7) years of directly related experience.
  - Preference: Master’s Degree in a computer related field.

SPECIAL REQUIREMENTS

- None

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in organizing resources and establishing priorities;
- Ability to present with strong interpersonal and communication skills;
- Ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of financial/business analysis techniques;
- Ability to direct technical and administrative staff;
- Knowledge and advanced working understanding of the information technology environment of a university;
- Knowledge and technological expertise in a number of computing and networking fields;
- Skill in budget preparation and fiscal management;
- Knowledge of current trends and developments in information technology;
- Ability to foster a cooperative work environment;
- Skill in organizational planning and development;
- Ability to provide guidance and counsel to clientele in the assessment and development of existing and/or proposed systems;
- Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology.

PHYSICAL DEMANDS

- Minimal physical requirements.

WORK ENVIRONMENT

- Work is performed in an office setting.

APPLICATION PROCEDURE: A complete application must include: 1) a letter of interest; 2) resume; 3) university employment application; 4) names/address/telephone numbers of 3 professional references; 5) copies of transcripts.

References will be contacted in conjunction with on-campus interview. Official transcripts should be requested upon acceptance of the on-campus interview. Submit application materials to:

New Mexico Highlands University  
Human Resources  
Director of Information Technology Services  
Box 9000  
Las Vegas, NM 87701

Application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or email hr@nmhu.edu

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