



## Director of Information Technology

The University of Minnesota, Morris is a residential public liberal arts college serving 1700 students. As one of five campuses of the University of Minnesota, UMM is located 160 miles west of Minneapolis in the rural community of Morris, MN. The student body is talented, diverse and engaged. The Morris student body is one of the most ethnically diverse in the University of Minnesota system with 20% students of color (12% are American Indian students) and a growing international student population.

### **Department Description**

The UMM Office of Information Technology is committed to encouraging intellectual achievement, fostering diversity and enhancing the University's strong commitment to undergraduate instructional excellence, service and sense of community. The UMM Office of Information Technology operations are a key part of the campus undergraduate and administrative service and support. This office provides the leadership and technical understanding to keep the UMM campus at forefront of technology in instructional excellence. This office will also work closely with the U of MN system to insure that UMM is a supportive partner for system wide objectives.

### **Purpose of the Position**

The position of director of information technology (IT) provides a unique opportunity for the successful candidate. In addition to the work on the Morris campus, the new IT Director will participate in University of Minnesota system-wide IT initiatives, including interaction with counterparts at the three other coordinate campuses of the U of MN (Crookston, Duluth, and Rochester) and with the University of Minnesota, Twin Cities, a research I institution. General priorities for the position include:

- promoting a 21st century learning and teaching environment for an undergraduate focused residential campus;
- supporting through technology and information resources the research endeavors of a highly qualified and active faculty; and
- advancing the use of technology to engage a growing base of prospective students, donors, and alumni.

The University of Minnesota, Morris director of information technology will work collaboratively with counterparts in the office of communications, Briggs library, and instructional and media technologies. The position reports to the Morris campus Vice Chancellor for Finance and Facilities for day-to day operations, and is also accountable to the Vice President for Information Technologies at the University of Minnesota.

Specifically, the Director of Information Technology will:

- Provide IT leadership to the Morris campus and in the broader University community.
- Serve as a key member of the Morris campus and University of Minnesota technology leadership team, which formulates and implements local and institutional goals and initiatives.
- Partner with the academic and administrative leadership across the Morris campus and university-wide to participate in the creation and implementation of strategic goals and IT initiatives.

### **Key Responsibilities:**

- Ensure the efficient and effective management of technology systems within the Morris campus by working closely with students, faculty, and staff.
- Ensure collaboration and alignment with key partners such as the four academic divisions, Briggs Library, Student Services, External Relations, Admissions, and other academic and administrative functions.
- Manage new service projects, system upgrades, implementations, assimilations and conversions of multiple systems effectively.
- Supervise and develop a high performing staff. Plan, implement, and document staff education and development to measure competencies and enhance staff performance.
- Align the direction of the Morris campus with that of the University of Minnesota system while providing uncompromised service to constituents/customers.
- Ensure that systems are in place to provide oversight and reporting on key areas of compliance. Partner with the Office of Information Technology and other University System offices to ensure that the campus complies with federal and state laws and regulations as well as University policies and procedures.

*The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.*

*To request disability accommodation or material in alternative formats contact:  
UMM Human Resources, (320)-589-6024, Room309, Behmler Hall, Morris, MN.*

#### Key responsibilities, cont.

- Communicate technical issues in a way that is understandable to students, faculty, and staff at all levels of the organization.
- Negotiate contracts with third party vendors and business partners.
- Develop, propose, and monitor budgets.
- Enhance the quality of technology services, including telephone/telecommunications services, throughout the campus while creating efficiencies and effectiveness.
- Play a leadership role early in the stages of new construction and remodeling projects
- Organize operations to achieve financial and service objectives to advance the campus. Monitor effectiveness of and satisfaction with services and establish standards for performance of routine services.
- Implement unit performance metrics that measure continuous improvement progress in alignment with the campus' over-all measures and those of the institution.

#### Essential Knowledge, Skills and Abilities

- Bachelors' degree required.
- At least five years of increasingly responsible experience in a complex organization in an information management role.
- Demonstrated ability to use current technical expertise, best practices, and tools.
- Demonstrated ability to manage IT projects within time and budget constraints.
- Demonstrated strong interpersonal and service skills.
- Demonstrated ability to promote a diverse, inclusive, and respectful workplace.
- Demonstrated track record in successful supervision and development of staff.

#### Preferred Knowledge, Skills and Abilities

- An advanced degree in a relevant field and/or other educational experiences
- Pertinent professional certifications and current, active involvement within local, regional and/or national organizations, which demonstrate commitment to enhancing technology expertise.
- Demonstrated ability to function effectively and collaboratively with multiple stakeholder groups within a large, dynamic organization.
- Demonstrated ability to negotiate and execute vendor service agreements.
- Demonstrated ability to develop, format, manage and monitor budgets.
- Evidence of excellent presentation, verbal and written communication skills.

#### Physical and/or Environmental Requirements

Office environment including standing and sitting at desk, regular use of personal computer, occasional lifting generally less than 50 pounds.

#### Appointment Details:

This is a full-time, twelve month, annually renewable, academic and administrative staff appointment. The position will report jointly to UMM Vice Chancellor for Finance and Facilities, UMM and the U of M Vice President for Information Technologies and CIO.

#### Application Instructions:

To apply for this position, submit a completed University of Minnesota online application at [employment.umn.edu](http://employment.umn.edu), Requisition #165176. Attach a resume, cover letter and contact information for three professional references. Applications for this position will be accepted until the position is filled. Review of applications will begin on April 20, 2010.

The college values diversity in its students, faculty, and staff. The college is especially interested in qualified candidates who can contribute to the diversity of our community through their teaching, research, and /or service because we believe that diversity enriches the classroom and research experience at the University.

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