

Director of IT - College of Veterinary Medicine
Clemson University

Direct Link: <https://www.AcademicKeys.com/r?job=231139>

Downloaded On: May. 8, 2024 1:29am

Posted Feb. 21, 2024, set to expire Jun. 21, 2024

Job Title Director of IT - College of Veterinary Medicine
Department College of Veterinary Medicine
Institution Clemson University
Clemson, South Carolina

Date Posted Feb. 21, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Computing/Informational Services
Business & Administration
Administration - Academic Unit

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Job Description

Clemson University

Job ID:108596

Location:Lehotsky 128A

Full/Part Time:Full-Time

Regular/Temporary:Regular

JOB SUMMARY

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Manages and directs CVM's IT operations. Manages and directs UNIX/Linux based data processing system and workstation support for all of CVM. Supports IT requirements for instructional and research areas. Performs other duties as assigned.

JOB DUTIES:

35% - Essential - IT Leadership: Manage and direct all aspects of IT operations within CVM including staff and student personnel. Distribute assignments and identify both short-term and long-term planning for the unit. Advise upper administration of IT needs of the college, and ensure proper personnel are in place to meet the College's needs. Serve as the lead in all college related IT projects. Establish and maintain budget for CVM IT operations. Effectively manage staff within CVM IT and coordinate with departmental technical staff across departments.

35% - Essential - IT Support: Manage IT support for all research, instructional, and major marketing events for CVM. Fully responsible for IT decision making to fulfill requirements for all teaching locations, including clinical teaching operations, equine and food animal teaching sites, and ambulatory services. Oversee major IT facilities upgrades and installation. Make recommendations and provide guidance based on the instructional and research needs of all CVM sites.

10% - Essential - Vendor Management: Engage, coordinate with, and manage third party vendors in support of IT implementation efforts across the College working with internal central IT personnel to deploy, maintain, and enhance College systems. Ensure data security, confidentiality, and privacy. Mitigate IT risks, escalating critical decisions to appropriate stakeholders. Ensure compliance with university IT requirements for IT systems implementation.

10% - Essential - Technical Guidance: Provide technical guidance and expertise to faculty, staff and students in CVM. This includes guidance and oversight in regard to hardware, software compliance and licensing needs to effectively support research and classroom instruction in CVM. Coordinate with CCIT and legal counsel on licensing compliance issues. Provide consulting and technical expertise for all CVM Units. This includes architecting and managing Windows, Mac and Unix systems in CVM. Lead technical efforts for CVM to ensure members have the technical resources necessary to provide effective support for other staff members.

10% - Essential - Coordination: Ensure smooth operation and coordination with other technical groups on campus. Through coordinating with various constituency groups, establish and implement best

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practices for the CVM. This includes working closely with management in other areas to develop policies and procedures that will directly impact CVM faculty and staff. Ensure all IT updates and information are disseminated to all college constituents clearly and professionally. Manage and track all College IT inventory through the DAT system.

MINIMUM REQUIREMENTS:

Education - Bachelors Degree in communications, business administration, computer science (information technology), mathematics, statistics; management information science or a related field.

Experience - experience in telecommunications, data processing and/or information technology.

PREFERRED REQUIREMENTS:

Experience - 5 years of experience implementing and maintaining large scale IT infrastructure

RESPONSIBILITIES:

JOB KNOWLEDGE

Comprehensive Job Knowledge - Comprehensive knowledge of theories and practices and ability to use in complex, difficult and/or unprecedented situations

SUPERVISORY RESPONSIBILITIES

Manages Work of Others - Manages work of others including hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

BUDGETARY RESPONSIBILITIES

Develops Department Budgets - Responsible for developing one or more departmental budget(s). Estimated amount of budgetary responsibility \$4,000,000.00

PHYSICAL REQUIREMENTS:

Experience - 5 years of experience implementing and maintaining large scale IT infrastructure

WORKING CONDITIONS:

Electrical hazards

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Overnight Travel 5%

WORK SCHEDULE:

Standard Hrs: 37.5; Anticipated Hiring Range (\$89,600.00 - \$125,000.00)

JOB LOCATION:

Clemson, SC

APPLICATION DEADLINE:

March 3, 2024

CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, pregnancy (including childbirth, or related medical condition), national origin, age, disability, veteran's status, genetic information, or any other personal characteristic protected under applicable federal or state law. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

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Contact Information

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Contact

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Contact E-mail HRJob@clemson.edu