

WESTMONT COLLEGE

Vice President for Information Technology and Chief Information Officer **Information Technology**

Summary of Opportunity: We are seeking an individual who will provide strategic leadership for our Information Technology. We are anticipating a period of increased reliance on technology as we shift from primarily tactical applications to strategic direction. The individual selected will need to exhibit a broad range of abilities including a commitment to and appreciation for our college mission, experience in higher education at the senior management level, understanding and commitment to working as an executive team member and an ability to work creatively and innovatively until problems are solved within the budget constraints of a national liberal arts college.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Additional duties will include some teaching. The individual must exhibit a life that is in full accord with the Westmont College Statement of Faith and community life expectations.

Experience and Education:

- Requires a Master's degree in Computer Science, Business Administration, or a related field with relevant experience.
- A minimum of 5 years of experience with increasing responsibilities for management and support of information systems and information technology in a higher education context. Management of a direct IT operation is preferred. Significant experience specifically in technology and information systems planning to support college goals. Experience should also include exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site environment. The ideal candidate will also have:
 - Familiarity with desktop, notebook, handheld, and server computer hardware.
 - Familiarity with local and wide area network design, implementation, and operation.
 - Familiarity with operating systems such as Windows, Macintosh, Unix, and Linux.
 - General knowledge of business processes and the role technology plays in supporting them.
 - Ability to analyze and resolve complex issues, both logical and interpersonal.
 - Effective verbal and written communication skills and effective presentation skills, all geared toward coordination and education.
 - Ability to negotiate and defuse conflict.

- Commitment to the development of a diverse, multicultural community
- Self-motivator, independent, cooperative, flexible, creative

Essential Duties and Responsibilities:

- Oversee all aspects of our technology resources, including network security
- Provide planning, input and strategic direction for all technology decisions
- Facilitate the training and support of all user groups
- Responsible for budget forecasting, modeling and decision-making
- Demonstrates superior leadership at an executive level
- Networks with external organizations
- Actively pursue grants and other sources of outside funding for institutional technology
- Oversee and coordinate all areas of academic, administrative, telecommunications, campus networks and infrastructure, instructional and user computing
- Responsible for capacity planning and regular vendor negotiations related to IT
- Exercises staff oversight to ensure new operations, plans, policies, procedures, and transition/migration plans are consistent with the overall college goals and objectives.
- Responsible for IT staffing and budgeting projections
- Anticipates future network needs, identifies proactive solutions to satisfy needs
- Behavioral expectations include but are not limited to: working collaboratively and harmoniously with others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; addressing issues willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reporting Responsibilities:

- Serves as the leader of the Information Technology division reporting directly to the President.

Supervisory Responsibilities:

- Oversee the entire Information Technology division.

Position Available: July 1, 2008

Application Procedure: Resumes and applications should be submitted to the Human Resources Department at Westmont College, 955 La Paz Road, Santa Barbara, CA 93108-1099