Staff Classification Description – Assistant Vice President of Academic and Research Technologies

Skill Category: Executive/Administrative
Position (Employee) Class: 1M140 (E1)
Grade: NC
Date: 08/2023

Department: Division of Strategic Enrollment and Innovation

Educational & Experience Requirement: Master's degree in a related field. Five years of experience in a related field. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Advances the use of technology in teaching, creating an inclusive organization that values and respects each person, and provides services supporting teaching and learning with technology. Serves as part of the Information Technology Leadership Team (ITLT), assisting in all aspects of department-wide strategic planning, budgeting, operations, policy development, and communications.

Supervision Given & Received: Works under minimum direction from the Chief Technology Officer and directs the supervision of staff.

Primary Responsibilities: Develops and directs the implementation of strategic plans for IT functions, programs, or services to ensure resources are utilized and to provide effective Academic and Research IT services. Manages full-time staff and students. Develops staff through training and active mentoring. Develops, applies, and reports performance metrics for the department. Determines staff liaison responsibilities. Communicates goals, priorities and issues to staff and works to enhance internal communication. Collaborates with Academic Affairs leadership on campus matters related to teaching and learning with technology and participates in all relevant initiatives when feasible. Works with the students, faculty, and academic units to ensure that their needs are incorporated into plans for academic technology and research initiatives. Administers the Academic and Research Technology department budget. Researches, recommends, and procures items relating to academic technologies, media services and classroom technologies. Works with ITLT to ensure investment decisions are aligned with the university's digital strategy and institutional priorities. Negotiates with vendors and monitors contract compliance. Manages routine maintenance and upgrades and installation of technologies in instructional spaces. Participates as a member of the ITLT, the primary decision-making group for Information Technology. As needed, attends department chair meetings, faculty meetings and the Provost's staff meetings as a technology resource. Works on task forces and committees with staff across the division to achieve shared goals. Maintains a strong technical understanding and a high level of awareness of academic computing, pedagogy, and emerging instructional technologies. Monitors, evaluates, and shares trends in the field relating to academic technology, learning spaces, media services taking advantage of opportunities as new technologies emerge. Responsible for providing consultation and support for general campus Audio/Visual needs including construction projects and limited special events. Oversees all classroom technology to enhance the educational environment for students and faculty. Directs Audio/Visual (A/V) and computer technicians that support classroom instruction and all research-related needs for scholarly activity. Student workers for Academic and Research Technologies are also under purview. Oversees new construction and classroom/lab upgrades. Provides faculty training and consultation on Academic Technologies used in the classroom. Collaborates with the colleges and faculty to gather software needs for podiums and classroom labs. Collaborates with Endpoint management to deliver the necessary software applications to podiums and classroom labs. Maintains appropriate inventory levels for classroom technology needs. Liaison to Academic Affairs to collaborate on tickets, software requests, and new ideas with the colleges and IT Business Analysts. Liaison to Office of Research and Sponsored Programs (ORSP) to collaborate on new research initiatives. IT Liaison to Faculty Senate and Council of Academic Chairs Works with the IT facilities' team on construction projects – new and renovations. Coordinates all inventory of equipment for the classrooms and labs. Builds and maintains the necessary facilities for faculty testing and training on new technologies. Integral involvement in SHSU Strategic Planning Efforts. Plans, organizes, and assists facilities in remodeling of classroom conversions. Assists SEI with course scheduling process. Requires experience in academic technology or similar technology service environment and managing professional staff. Performs other related duties as assigned.

Other Specifications: Must have proven decision-making and problem-solving abilities for the analysis and interpretation of complex information technology issues while delivering high-quality customer service and using creativity to find successful solutions to assure programs and initiatives meet the established goals. Must have demonstrated success in effective financial and talent management in support of long-term strategic visions and operational needs.

Preferred qualifications are as follows: Ten years of current, successful, and increasingly responsible experience in academic technology or a similar technology service environment with at least five of those years managing professional staff. Experience working with research faculty and collaborating on grants. Demonstrated experience in working collaboratively and building strong relationships with various groups of people to gain consensus, launch initiatives, solve problems and resolve conflicts. Experience working through organizational change, fostering innovation and developing/delivering creative solutions. Experience teaching in a college setting preferred. Exceptional communication skills including interpersonal skills, and the ability to convey complex scenarios and solutions in a simple logical manner that addresses varying audiences. Ability to work with a wide range of constituents including technical IT staff, instructors, higher education administrators, and precollege and university students.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.