



Associate Provost for Library and Information Technology Services, Chief Information Officer

SALARY:	Depends on Qualifications
DIVISION:	Provost's Division
DEPARTMENT:	Provost's Office
OPENING DATE:	03/31/22

POSITION OVERVIEW:

Primary Function: The Associate Provost for Library and Information Technology Services is the institution's Chief Information Officer (CIO). Reporting to the provost, and as a member of the vice-chancellor's cabinet, they are responsible for developing, articulating, and implementing the University's strategic vision for information, computing, and library systems in the teaching, learning, and administrative work of the University. This position works with considerable independence and self-direction. Only general direction and scope of the work to be accomplished are discussed with the supervisor.

Jessie Ball duPont Library houses over 750,000 print volumes and over 370 databases and includes learning centers staffed by students, an information commons, a cafe, the Ralston Listening Room, and many different study areas, making the library a lively place of learning.

Positions Directly Supervised:

- Business Manager for LITS
- Director of Strategic Digital Infrastructure
- Director of Technology Access and Support
- Director of Special Projects and Planning
- Director of Information Literacy and Instructional Technology
- Director of Collections Management
- Director of Archives and Special Collections
- Director of the School of Theology Library

Career Band: 4B

POSITION DESCRIPTION:

Typical Duties & Responsibilities:

- Serves as a visionary responsible for staying abreast of, and anticipating future opportunities in, information technology, and evaluates the needs of critical University systems to develop plans and ensure that these systems are updated and maintained as needed.
- Takes overall responsibility for all aspects of technology support and services (including cybersecurity), library support and services, audio/visual support and services, data networking, print, and digital library collections, instructional technology, event technology

support, enterprise information systems, information access, data storage, telecommunications, and disaster recovery.

- Takes overall responsibility for maintaining a functional and reliable infrastructure environment across campus, including wireless and wired networking, access to the internet, servers capable of running the University's data storage and applications, classroom technologies, and event production technologies.
- Takes overall responsibility for library support and services and print and digital library collections and advocates for the value and impact of the library on student success and campus engagement.
- Takes overall responsibility for ensuring that library and technological support and services ensure access to all communities consistent with the University's commitment to diversity, equity, and inclusion.
- Works with other University stakeholders to determine priorities for technology and information resources including enterprise systems such as the student information system, library discovery services, the learning management system, and long-term and short-term needs for technology and information resources for all University learning spaces and in support of academic programs.
- Oversees the LITS budget and works with other divisional budget managers to prioritize expenditures to provide the greatest benefit.
- Focuses on ongoing needs for organizational development, leadership development, and creating a collaborative work environment—both within the CIO's primary areas of responsibility and beyond, as they intersect with various campus constituents.
- Develops staff members who are adept at problem-solving, information sharing, collaboration, transferring skills, and serving as partners with the campus community.
- Serves on various committees supporting the University and community including working with the Cabinet, the Library and Information Technology Services faculty advisory committee, and external support groups such as the Friends of the Library, and national organizations such as the Consortium of Liberal Arts Colleges (CLAC), the CLIR-CIOs group, the Oberlin Group, HESS, and Educause.

Judgment Required: The performance of the essential duties of this position is dependent upon independent ingenuity and developmental efforts.

Budgetary Responsibility: Directly prepares the budget for the program and has full responsibility for planning, forecasting, approval, and balancing the budget.

Personal Interaction/Communication:

- **Student Contact:** Daily
- **Internal:** Daily; interacting with members of the Cabinet, working with faculty and staff, and department heads to respond to issues or problems.
- **External:** Frequent: interact with Regents and Trustees to provide updates and reports, interact with colleagues at peer institutions, interact with visitors and guests, sales representatives from a variety of software and hardware vendors.

ATTRIBUTES OF A SUCCESSFUL CANDIDATE:

Applicants should submit a resume, a cover letter that addresses their qualifications, and a statement on their values and demonstrated commitment on how best to facilitate and ensure access to the library and IT resources at educational institutions through the University's job application portal. Preference will be given to candidates who apply by May 1, 2022.

Education: Advanced degree in a relevant field (a background in computing, networking, and information science) or equivalent.

Experience:

- Five or more years including increasing responsibility in a combined information technology and library organization in higher education or equivalent.
- Demonstrated track record in organizational change leadership and change management

Job-Related Skills:

- Demonstrated deep knowledge of best practices and new innovations in library and information technology services, and the ability to anticipate future opportunities and relate them to a complex academic environment.
- Strategic nature and ability to inspire strategic thinking and planning in others.
- Strong administrative ability to articulate and realize concrete measures for implementing the work of a strategic vision.
- Ability to work collaboratively with faculty, staff, students, and administrators to articulate and implement a shared vision.
- Ability to present information in a clear and concise manner to a variety of audiences.
- Committed to issues of diversity and equity.
- Clear understanding and appreciation of the role of the private liberal arts college and a commitment to that mission.
- Relevant experience in hiring, training, and managing highly-skilled staff in a collegial environment.
- Demonstrated record of effective budget management practices.
- Able to demonstrate the highest degree of personal integrity and ethical standards.

SUPPLEMENTAL INFORMATION:

Confidential Information: Budgets, wages, salaries, employment records, organizational plans, financial statements, occasional confidential problems associated with electronic records.

Working Environment: Normal office environment.

Any additional requirements specific to this position:

Must be able to wear an approved mask for prolonged periods while performing job duties and responsibilities.

Employees are required to be fully vaccinated against COVID-19 subject to an approved medical or religious exemption.

Equal Employment Opportunity:

The University of the South is an equal opportunity educational institution that is committed to creating and maintaining a diverse and inclusive campus environment.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://new.sewanee.edu/hr/>

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Sewanee, TN 37383
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Position #202100115
ASSOCIATE PROVOST FOR LIBRARY AND
INFORMATION TECHNOLOGY SERVICES, CHIEF
INFORMATION OFFICER
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