

Dean of Information Systems and Technology: Duties and Responsibilities:

The Dean of Information Systems and Technology is responsible for providing support to the Vice President of Information Services and Technology at Vernon College. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. To provide general leadership and coordination of monitor system performance, troubleshoot issues, problem solving, and issue reporting and maintenance of technology systems (including Ellucian Colleague), and any third-party technology assigned by the Vice President of Information Systems and Technology.
2. To maintain a close liaison and working relationship with the appropriate offices for database and system interfaces.
3. To work closely with all areas of the college to identify opportunities for system enhancements.
4. To ensure availability, reliability, and security of the college's technology resources.
5. To coordinate and supervise the work of IT staff to provide responsive and effective technical support to faculty, staff, and students.
6. To coordinate the planning, execution, and evaluation of IT projects, ensuring on-time and on-budget delivery.
7. To assume responsibility of user access, role, and permissions in accordance with institutional policies.
8. To lead the annual academic schedule setup process, including calendar and term creation, course section building, and schedule publication.
9. To organize the administration of specific IST surveys and to compile, analyze, and distribute results at the request of the Vice President of Information Systems and Technology.
10. To assist with report writing and monitor system performance.
11. To assist with report and ERP/SIS system reconciliation.
12. To recommend and administer financial budgets for the primary areas of responsibility.
13. To represent Vernon College at various meetings as needed or assigned.
14. To demonstrate institutional effectiveness through written documentation of planning and evaluation of Information Systems and Technology areas.
15. To build and maintain a collegiate image by incorporating the following into job routine: Utilizing advanced communication skills, being involved in community activities, emphasizing professional dress and appearance, and insisting on positive public relations from all Information Systems and Technology employees.

16. To advise the Vice President of Information Systems and Technology on staffing and technology project requirements for areas assigned.
17. Assist the Vice President of Information Systems and Technology in developing annual goals, objectives, and assessment methods for all areas of responsibility.
18. To assist the Vice President of Information Systems and Technology in training of current and new employees on the effective use of key VC information data systems.
19. To assist Vice President of Information Systems and Technology with project management and IT co-managed service projects.
20. To assist the Vice President of Information Systems and Technology with the responsibility for supervision and oversight of management, maintenance, and continuous improvement of the college's technology infrastructure, including hardware, software, and network systems.
21. To assist the Vice President of Information Systems and Technology with procurement of IT equipment, software, and services.
22. To advise the Vice President of Information Systems and Technology on system wide safety and cybersecurity issues for the college.
23. To assist the Vice President of Information Systems and Technology with planning, developing, and teaching professional development activities for faculty and staff.
24. Work collaboratively with Vice Presidents, accrediting agencies, professional and governmental agencies for reporting purposes.
25. To function as a team member of the Information Systems and Technology component toward the development and implementation of processes necessary to accomplish the mission, goals, and philosophy of Vernon College.
26. To assume responsibility for the supervision and oversight of areas of Information Systems and Technology as assigned by the Vice President of Information Systems and Technology.

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