



# The West Virginia School of Osteopathic Medicine



## **DIRECTOR OF INFORMATION TECHNOLOGY**

Reports to: Vice President for Finance and Administration (VPFA)

**Scope of Responsibilities:** Under administrative supervision from the Vice President for Finance and Administration, the Director of Information Technology will provide technology vision and leadership for developing and implementing information technology initiatives. The Director of Information Technology is responsible for the planning and execution of information technology vision, goals, and initiatives that support the mission of WVSOM. The individual will direct and manage computing and information technology strategic plans, policies, programs, and schedules for administrative and academic computing along with network communications.

**Primary Responsibilities:** Direct and manage administrative computing, academic computing and information technology strategic plans, policies, programs and schedules, computer services, and network communications. Direct the information and data integrity of WVSOM. Has management responsibility for all IT activity. Establish and maintain a service oriented, user focused IT function that supports ongoing WVSOM operations. Develop strategic plans and implement the objectives of the information technology needs of WVSOM to ensure the computer capabilities are responsive to WVSOM's current and future needs. Establish operating procedures and approaches for computing and information technology. Performs an on-going IT capabilities assessment of overall operations of computing and information technology functions and recommend enhancements to senior management. Advise senior management on IT strategic systems conversions and integrations in support of WVSOM's goals. Prepare enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information. Responsible for the selection, acquisition, development, installation, maintenance, and support of information technology. Review and approve major contracts for computing and information technology services and equipment. Ensure the protection of IT assets of computing systems, equipment, and communication lines along with the integrity, security and privacy of information maintained by WVSOM. Oversee the development, design, and implementation of new applications and changes to existing systems and software. Identify and implement training and education as needed throughout IT and to campus users. Establish infrastructure to support and guide individuals, departments and sites in computing and information technology efforts. Establish departmental goals,

objectives, policies, and operating procedures. Recruit, train, and evaluate department staff. Perform other related duties as assigned.

**Knowledge and skill requirements** Experience: Demonstrated experience with IT systems and IT management with a sequence of increasing responsibilities. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Demonstrated project management skills. Minimum of ten years experience in senior level information technology position.

**Education:** Bachelor's Degree in Information Systems, Engineering, or related area from an accredited institution is required. A Masters Degree is preferred.

**Position:** This is a full-time non-classified position with full state benefits and is exempt from FLSA provisions regarding overtime. Salary is commensurate with experience.

**Application:** Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail [lbicksler@osteo.wvsom.edu](mailto:lbicksler@osteo.wvsom.edu). Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. Applications are considered confidential, and references will not be contacted without the applicant's permission.

The search committee will begin its review of applications upon receipt.