Manhattan School of Music Position Description

Title: Assistant Vice President, IT and Chief Information Officer
Department: IT
Reports To: Vice President for Business and Finance, Manhattan School of Music and Executive Vice Chancellor, Jewish Theological Seminary
Supervises: 13 staff
Internal Contacts: Institutions’ senior management, including the Provosts, Registrars, Controllers, Deans, and senior administrators
External Contacts: IT vendors

**Primary Responsibility:** In this role, you will be responsible for the long-term strategic planning, execution, and day-to-day operations for technology services for two institutions in a shared services environment. You will help formulate and develop a plan for how technology shared services will be designed and implemented among this group of institutions. Essential responsibilities include assuring stable, reliable, secure, and compliant systems, with excellent redundancy, throughout the institutions. Areas for shared services collaboration will include help desk, technology infrastructure, and software applications. In addition, you will provide management of the IT infrastructure for the member institutions. You will be responsible for researching and planning for implementation of the current and developing technologies for higher education while balancing available budgets and with a goal of reducing costs over the longer term.

**General Responsibilities:**

1. **Institutions Development, Operations Analysis and Communications**

   This position provides overall IT governance for the Institutions. He/She leads a team of approximately a dozen staff, plus ad hoc consultants and vendors, to provide customer and technical services to the academic, administrative and student life activities of the Institutions. He/She is totally relationship-driven and works in support of the Institutions’ missions and strategic initiatives. Communications is an integral part of the IT leader’s role.

   This position needs to work collaboratively with the Institutions’ senior management, including the Provosts, Registrars, Controllers, Deans, and senior administrators in ensuring that systems support the collection and analysis of data, including the operations of the Enterprise Resource Planning (ERP) systems.
2. **Project Leadership and Innovation**

This position leads the Institutions’ project priorities that have business process, data management and information technology components. He/she instills a project management practice for the Institutions, including planning, development and after action (post-mortem) reviews. He/She manages each project to scope, schedule and budget, making appropriate trade-offs based on resources and risks.

3. **Budget, Policy, Controls and Governance:**

This position will have budgetary planning and management responsibility, including operating and capital budgets, through which judicious and demonstrably productive use of Institutions’ resources is essential. He/She works on policies and procedures including acceptable use, information security, a technology refresh strategy, and service level reporting. He/She leads the IT and technical resources in defining an overall systems/technical architecture including standards, preferred products and services, and a single systems image.

4. **Integrated Systems, Accessible Information and Shared Services:**

As he/she supports a group of smaller institutions, this position must be creative in finding solutions and flexible in terms of support. Shared services, consortia and outsourcing should all be continually explored. He/she manages an applications portfolio and provides a rich information reporting environment. This position is responsible for the integration of academic and administrative systems, as well the integration of systems such as Jenzabar, Slate, PowerFAIDS, Raiser’s Edge, and more as well as the assessment of upgrades and replacement systems when required. This leader participates selectively in associations and industry groups. He/She develops and maintains both the data model and information warehouse of each Institution.

**Job Requirements:**

**Educational Requirements:** Bachelor’s Degree required, in computer science or information management. Master’s degree in Business or Technology a plus.

**Required Experiences:** A minimum of five to ten years in information technology and operations management. Strong Institutional and strategic acumen. Knowledge of higher education Enterprise Resource Planning (ERP) systems, such as Jenzabar, strongly preferred. Experience in the management and oversight of all information technology activities.
This position balances the need for vision/planning with continual service/operations improvement and major transformation/innovation projects. Some of the required skill and experiences of this position are:

- Business process re-design
- Systems analysis
- Change management
- Project management
- Written and oral communications
- Team-building
- Coaching and staff development
- Selling (to internal constituents)

Preferred experience includes:

- Demonstrated ability to reduce IT costs
- Ability to plan and manage time commitments to and potential competing interests among various units of an organization (e.g., schools within a higher ed system, independent institutions that are members of a consortium, etc.)

Contact Information:
Send letter of application and résumé including three references to: Gary Meyer, Vice President for Business and Finance, Manhattan School of Music at gmeyer@msmny.edu.

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