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I N N O V A T I O N + T A L E N T

Marymount University


Executive Director of Information Technology
Search



Harris Search Associates

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About Marymount University

Vision Statement

Marymount University will be known as a comprehensive Catholic university and the institution of choice for students, faculty, and staff. Marymount will distinguish itself through a culture of engagement that fosters intellectual curiosity, service to others, and a global perspective.

Background

Marymount University, founded in 1950 as a two-year women's college by the Religious of the Sacred Heart of Mary, is Virginia's only Catholic University. Today, Marymount is a comprehensive, coeducational institution serving over 3,600 undergraduate and graduate students that emphasizes its liberal arts tradition and Catholic identity.

Located in historic Arlington, Virginia, just six miles and a short Metro ride away from Washington, D.C., Marymount offers easy access to the city's diverse political, historical, international, and cultural opportunities, including numerous internships and avenues for experiential learning.

The main campus is located on 21 verdant, rolling acres and is home to academic buildings, residence halls, the Sacred Heart of Mary Chapel, the Emerson G. Reinsch Library, the Lee Center and the recently completed Caruthers Hall, home to the Malek School of Health Professions.

In addition to the main campus, Marymount has two other locations. The first is one mile south of the Main Campus – the Ballston Center, which houses the School of Business Administration, the Departments of Physical Therapy, Forensic Psychology, and Counseling, in addition to the Graduate Admissions Office and Information Security Lab. The second is 12 miles west of the main campus – the Reston Center, a state-of-the-art classroom and learning environment where part-time, adult students earn career-advancing degrees.

Academics & Student Body

Marymount offers over 30 undergraduate and more than 20 master and doctoral programs within four academic schools: School of Arts and Sciences, School of Business Administration, School of Education and Human Services, and the Malek School of Health Professions. Marymount offers doctoral programs in Nursing, Physical Therapy and, beginning this Fall, Counselor Education.

Marymount's total enrollment for Fall 2011 was 3,633 total, of which 65% are undergraduate students and 35% are graduate students.

The Position

The Executive Director, IT Services is responsible for providing technology leadership, strategic planning and direction for Marymount University. S/he manages the development, implementation and use of information systems, data processing systems, resources, security, applications programming, telecommunications, user support and procedures that support the University's academic and administrative needs. S/he oversees the strategic and tactical planning, financial management, project governance and day to day operations of the IT department. She/he has management responsibility for a central ITS organization with approximately 20 employees and oversees all administrative and academic computing services, network telephony support. He/she works closely with the University's senior leaders to plan, coordinate and support the IT services that occur in the schools and administrative programs.

Essential Duties and Responsibilities:

- Provides executive leadership and direction for Information Technology Services and for the university toward a holistic vision that supports the vision and mission of the university.
- Provides leadership for the day-to-day operations of IT, plans operational and discretionary budgets, identifies resources for special projects, monitors fiscal transactions and reviews accounting reports, and assures responsible fiscal management of the division unit.

- Fosters strategic partnerships, maintains and nurtures effective communication with the President, Provost, Vice Presidents and other senior staff and faculty to establish strategic goals and objectives for the University's technological advancement.
- Spearheads the research, evaluation and determination of campus hardware/software standards; as well as the planning, implementation and consultation for enterprise interoperability and documentation after adoption.
- In conjunction with units/divisions on campus, assists in the preparation, management and monitoring of the annual budget; approves expenditures and provides financial forecast. This line makes it look like budgeting is autonomous. In fact IT budgeting is a cooperative process that includes all the units/divisions on campus
- Proactively represents the department through participation in campus meetings and special projects; serves on various committees and taskforces and as the university's liaison to professional organizations, consortiums and vendors.
- Provides general direction and leadership; formulates goals and objectives for the IT Department. Oversees the University's IT systems, networks, applications, integration, implementation and maintenance.
- Assures accessibility, reliability and functionality of institutional processes that depend on technology (business continuity) and minimizes impacts of outages, intrusions, and service interruptions.
- Maintains a service-oriented organization that establishes goals for high-quality customer service and monitors progress on those goals. Maintains an organizational culture of assessment and consultation with constituents.
- Communicates to all campus constituencies regarding vision, goals, objectives, emerging issues, new services and impacts of technology changes on users' activities.
- Develops and recommends policies and procedures to maintain functionality of IT systems, minimize risks with appropriate security procedures, systems, and policies. Educates users regarding risks from intrusions and service interruptions, and provides appropriate oversight to avoid illegal activities on the university's networks and systems.
- Maintains currency with trends for new technology to support and transform instructional and business processes in the university, issues and trends in higher education, and legal issues regarding technology.

- Maintains an organizational environment that encourages team building, flexible collaboration and creative problem solving. Identifies and encourages professional development opportunities for all IT staff.
- Assists managers and supervisors in hiring a qualified, diverse technical and support staff, supervises staff and assists in the resolution of personnel problems in IT. Assures compliance with all university procedures and policies.
- Encourages staff to maintain current expertise and to share their knowledge and experiences with others. Fosters opportunities for detailed discussion of trends, issues and innovations, and how these will/can affect the mission and goals of the university.
- Nurtures appropriate relationships with off-campus organizations to provide opportunities for the university, to showcase university achievements, and to communicate the University's identity and key messages.
- Performs all other duties as assigned.

Additional Desired Characteristics/Abilities:

- Excellent communication and interpersonal skills with demonstrated ability to work as a team player.
- Ability to manage competing priorities deadlines and projects simultaneously.
- Demonstrated integrity, confidence, enthusiasm, initiative, and flexibility. Some weekend/evening hours required.
- Embraces and effectively articulates the mission of Marymount to its many constituencies with a clear commitment to academic excellence.
- Knowledgeable of national higher education issues, understands their implications at the campus level.
- Clear ability to think both long range and strategically; brings vision and creativity; and inspires others to active engagement in a common enterprise.
- Able to communicate effectively to multiple constituencies, including University professionals, the academic community and the public.

- Strong communication and interpersonal skills combined with an understanding of the role of communication and personal interaction in fostering community and enhancing effectiveness.
- A quick study; able to read assess situations and absorb new information.
- Entrepreneurial; willing to take a fresh look at how to achieve strategic objectives unencumbered by historical practices or political; agendas.
- A collaborative leadership style and personal facility in exercising leadership within the framework of shared governance.
- Welcomes change and can effectively manage it.
- Has high energy; possesses a collaborative management style and enjoys student interaction, is friendly and open with all constituents.
- Willingness to serve as the face of the University on a number of IT related issues.
- Effective and at ease in working with a diverse group of faculty, students, staff, and administrative colleagues both on campus and in multi campus university forums.

Qualifications:

Master's degree in computer science or equivalent in a closely related field and 8-10 years of related work experience and/or training; at least 5 – 7 years experience in a management / leadership capacity. Knowledge and experience managing budgets, supervising people, and strong technical expertise with networks and networking services such as Windows and LDAP. Background in Enterprise relational databases such as Ellucian's Unidata, Oracle, and Microsoft SQL and a familiarity with a programming language such as Java

Experience in an academic setting is highly desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Procedure for Application

Marymount University is being assisted by Harris Search Associates for this search. Please contact to Jeffrey Harris, Managing Partner for further detail.

Contact Info: Jeffrey Harris, Managing Partner

Tel: 614-798-8500 ext. 125

Cell: 614-354-2100

Email: jeff@harrisandassociates.com

www.harrisandassociates.com