



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Management Information Services
Status: 35 hours per week; non-standard
Grade: 17
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Assistant Vice President, Information Services

PRIMARY PURPOSE:

Responsible for planning, implementing, and managing the management information systems that support the College's administrative business functions and services. Manage/supervise professional, classified, and/or student staff. Manage other technology and information services projects as assigned.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide overall management of the College's Student Administration, Human Resource and Financial administrative computing systems and services and related technology initiatives in support of administrative and academic objectives.
- Provide technology leadership for management information systems staff and services, including architecture, security, design requirements, standards and protocols, policies, and software implementation, upgrades, and maintenance.
- Maintain management information technology services for College administrative and business offices, and staff, faculty, and student users of these systems in support of administrative and academic objectives.
- Oversee proper documentation of the College's management information systems and services, including the business processes required for the efficient use of these systems.
- Oversee the training and the development of help materials necessary for the proper use of the College's management information systems by staff, faculty and students.
- Oversee the training required of the MIS staff to support these systems.
- Oversee the monitoring of these systems and provide regular reports on traffic, performance, downtime, etc.
- Evaluate, specify and procure related components for technology initiatives. Develop and manage information technology-related bids, contracts, request for proposals and vendor relationships in support of information technology initiatives.
- Develop grants, funding and resources for information technology initiatives in collaboration with faculty, staff, and students.
- Manage/participate in committees and working groups, etc. in support of information technology initiatives.
- Work cooperatively with other units in Information Services to advance the use of technology to achieve College goals.
- Participate, with senior college administrators, college information technology professionals,

commercial technology providers and other Information Services directors, in the planning and development of the information services strategic direction for the College.

- Manage/supervise professional, classified, and/or student staff as assigned.

Occasional Job Functions:

Perform other related duties as assigned.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree.

Experience:

Seven years' significant information technology experience with administrative computing systems and relational database technologies, two years of which are information technology management experience in a mid to large size environment.

Skills, Knowledge, and Abilities:

- Knowledge of current network and server technologies, personal computer hardware, software and peripherals.
- Competence with enterprise-level relational database and network and server technology; personal computer hardware; software and peripherals; and the uses of information technology to support organizational objectives.
- Ability to work effectively and collegially with faculty, administrators, students and colleagues.
- Excellent analytical and organizational skills.
- Excellent supervisory and verbal/written communication skills and the ability to work in teams.

PREFERRED:

- Master's degree in Computer Science, Computer Information Systems or closely related field.
- Experience with the installation and maintenance of PeopleSoft ERP systems including the products used in its support (Tuxedo, SQR, Crystal Report, Application Engine, PS Query).
- Experience in higher education with PeopleSoft or other ERP system.

ENVIRONMENTAL CONDITIONS:

This position requires occasional lifting, moving, and/or installation of moderately heavy equipment (such as computers) and other related information technology components.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.