

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Director
Office of Information Technology
Regular Full-Time Position
Position Number 362000

General Description

The Director reports directly to the Vice President for Finance and Administrative Services and provides campus-wide leadership for information technology related issues including the coordination of an institutional information technology plan. The Director is responsible for the day-to-day operation of academic and administrative computer services along with telecommunication services for the entire University and provides expertise relative to the use of all technology.

Primary Duties and Responsibilities

- Provide leadership in the development and implementation of plans for technology including academic and administrative computing.
- Foster and promote collaboration among all members of the Office of Information Technology with other constituencies within the University.
- Ensure that information technology needs of all University constituents are being met.
- Develop goals, initiatives, strategies and actions in all functional areas under the Office of Information Technology.
- Ensure that information technology services are delivered in a secure yet accessible manner.
- Serve as primary liaison between the University and the Office of Information Technology.
- Serve as primary point of contact with vendors, TBR, local, regional and national organizations on IT-related matters.
- Supervise a highly technical staff.
- Develop, update and monitor the Information Technology strategic plan and ensure its integration into the University strategic plan.
- Develop, update and test the Information Technology Disaster Plan.
- Develop and oversee the annual operating and capital budgets for the department.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently manage the overall operation of Information Technology.
- Ability to efficiently deal with a variety of vendors in a multi-vendor environment.
- Ability to accurately estimate operation costs and operate within established budget.
- Ability to accurately estimate new project costs.
- Ability to efficiently develop long-range plans for implementing technology throughout the University.
- Ability to develop and implement policies and procedures.
- Ability to effectively plan and coordinate for the purchase and maintenance of technical equipment and software.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

Essential Functions continued

- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- Bachelor's degree in computer science, information technology or related field.
- Five years of previous experience in an information technology position in higher education.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Masters degree in MIS or related field.
- Working knowledge of electronics including installation and repair of electronic equipment.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS