

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Vice President of Technology and Digital Innovation (Chief Technology Officer)

Department: Technology Services & Digital Innovation

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*

Overview

The Vice President of Technology and Digital Innovation (CTO) will report directly to the University President to focus on organizational innovation through the use of technology. A Cabinet-Level position, the CTO will provide vision and leadership in the planning, development, and implementation of university-wide information technology systems and ensure the coherent integration of these services to meet the university's mission and strategic goals. The position will also provide leadership and support in all things creative, both technical and otherwise, including expertise in audio/visual services, video production, and campus photography. Also, the CTIO will oversee the area that is responsible for the overall scheduling and operation of venues on campus that serve the OBU and local community. The role will lead the areas of Technology Services. This includes supervision of the Center for Teaching Excellence. Supervision Given: Academic Technology & Creative Communications (including the office of Community Experiences), Technology Services, and The Center for Teaching Excellence.

Job Role and Responsibility

- Provide strategic planning, development, evaluation, and coordination of the technology systems for the university
- Facilitate communication between all employees and students regarding technology resources within the university
- Responsible for the management, hiring, and equipping of multiple departments and the systems within those departments

- Ensure appropriate allocation of resources, including staffing, budgetary, service, and technologies, in a manner consistent with the priorities, vision, and mission of OBU, trends in higher education, and fiscal guidelines
- Ensure the design, implementation, and evaluation and retirement (as needed) of integrated systems that support end users in the productive use of technology services, including instructional technologies, learning management systems, business services, building access, students services, and other relevant systems to the life of a university
- Prepare annual budget(s) related to revenues and expenditures
- Develop annual and long-range objectives

Knowledge and Skills Required

- Understanding of university cybersecurity needs
- Possess knowledge of information technology policies and procedures
- Budget preparation and monitoring
- Computer hardware and software management
- Classroom technology design and support
- Instructional design and understanding of educational technology trends
- Current video and photography production techniques and equipment
- Ability to lead continuous improvement of all Audio/Visual/Lighting efforts on campus
- Able to plan, direct, and coordinate the activities of others
- Able to lead coordination of event, residential, and catering booking for community experiences, conferences, and summer camps
- Possess an eye for excellence and ability to plan systemic improvement for current processes, current equipment, and current physical spaces
- Must be a clear communicator with exceptional follow-up skills for closing communication loops
- Able to establish and maintain effective working relationships with others
- Able to handle stressful situations in a fast-paced environment
- Project management knowledge to lead innovation through positive change
- Negotiating with and managing vendor contracts
- Possess high standards of conduct, appearance, and attitude
- Possess strong analytical skills

Qualifications, Experience and Education

- **Required:** Bachelor's Degree in relevant area of concentration
- **Preferred:** Master's Degree in relevant area of concentration
- **Required:** Relevant experience in a related industry
- **Required:** Management Experience
- **Preferred:** 5+ years' experience in upper-level management in a higher education setting
- **Required:** Must be an active member of an evangelical, Christian church