

CIO & Assistant Dean, Instructional and IT&S (0669U),
Berkeley Law - 27389 - 1138
University of California, Berkeley

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Posted Oct. 3, 2019, set to expire Jan. 30, 2020

Job Title	CIO & Assistant Dean, Instructional and IT&S (0669U), Berkeley Law - 27389 - 1138
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 3, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Law - General
Apply Online Here	https://apptrkr.com/1644122

Apply By Email

Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptanceacademic and artistic, political and culturalmake it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

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[url=https://apptrkr.com/get_redirect.php?id=1644122&targetURL=http://jobs.berkeley.edu/why-berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

For full consideration, please submit completed application by COB, Tuesday, August 21, 2019

Departmental Overview

Berkeley Law is one of the nation's premier law schools, located at one of the world's great universities, in one of the most vibrant places on the planet. As one of 14 schools and colleges at the University of California, Berkeley, it is consistently ranked as one of the top law schools in the nation.

The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, American civil rights activist Pauli Murray, California Supreme Court Justice Cruz Reynoso, president and founder of the Equal Justice Society Eva Paterson, United States Northern District of California Judge Thelton Henderson, and Attorney General of the United States Edwin Meese.

The Chief Information Officer and Assistant Dean of Instructional & Information Technology and Services is responsible for providing the vision and leadership in the development and implementation of the school's strategic and tactical plan for information technology in support of its teaching and research mission. The CIO oversees the strategy, design, and development of solutions and policy measures to ensure effective and consistent information processing and systems support; develops and manages the School's information technology budgets; works closely with and establishes relationships of trust and credibility with the Dean and other members of the Law School's leadership, faculty, staff, students, colleagues in UC Berkeley's IT community and the larger UC system, counterparts from the other top ten law schools, vendors and consultants to accomplish goals and objectives. The CIO must be familiar with current and emerging trends in digital technologies, standards and technology policy. Leads and directs organizational and cross-unit teams in the areas of academic applications, enterprise infrastructure, endpoint management, business systems analysis, and technology policy. The CIO serves on campus and UC advisory committees that serve to advise the campus Office of the Chief Information Officer (OCIO) and the UC IT Leadership Council (ITLC) on investment, strategy and policy.

Responsibilities

Leadership and Strategic Planning

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- * Develops and drives strategic policies to align with law school's overall direction. Ensures that law school information technology services compare competitively with peer professional schools, particularly top ten law schools nationwide.
- * Regularly leads critical projects for the law school, with high consequences of success or failure. Increasingly these projects are intended to generate desperately needed revenue for the law school. Examples include Online and Hybrid degree tracks and Executive Education programs.
- * Plans, designs and implements Information Systems programs and establishes direction, policies and procedures for the law school. Identifies risks and responds accordingly. Works closely with senior administrators to address electronic security issues and to identify solutions that integrate with campus business processes and applications. Works closely with IT subject matter experts to develop policies that comply with campus policies and that are able to be implemented in our environment. Develops law school-specific solutions when campus does not have a readily available solution. Advocates for campus-wide solutions to campus-wide problems.
- * Oversees through subordinate managers the analysis of the needs of functional partners and collaborates to establish strategies and priorities for systems design, implementation and changes of information processing systems. Serves as a subject matter expert for law school and campus technical staff on law school business processes for Admissions, Financial Aid, Registrar's Office, Career Services, Development and Alumni Relations, Centers, Executive Education, Facilities, Human Resources, Faculty Support, Business Office, and is familiar with all the corresponding campus systems which support these units and how they integrate with law school specific applications. Represents the law school in negotiations with campus units for changes in business processes to meet or improve law school functions, modifications to campus systems, and integration with campus systems.
- * Assures accountability and stewardship of campus resources (operational, financial, and human) in compliance with school goals and objectives. Serves as law school's representative for IT audits. Oversees the management of law school's hardware and software resource inventory.
- * Drives change management by modifying and altering existing procedures and methods in an environment of dramatic growth and rapid change. Ensures that the law school information systems and technology team is able to respond nimbly to changing needs.
- * Recommends changes to law school and campus policies and practices. Represents the law school and professional school needs on numerous campus committees that oversee IT strategic planning and technology spending, and collaborates in the development of new services and policies. Serves on law school committees to advise on IT related concerns; serves on campus committees to advocate for law school and professional school needs; and represents the law school on external IT organizations. Serves on technical advisory boards of groups that develop law school specific applications or offer law school specific services such as the Law School Admissions Council's Information Systems Development Advisory Group (LSAC ISDAG) and the Law Information Officers Group (composed of CIOs from the top ten law schools).

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- * Advises senior management on controversial situations, customer negotiations, or influencing and persuading other senior level managers regarding IT and Security matters.
- * Works closely with other senior administrators to resolve problems throughout law school operations.
- * Serves as a member of the dean's senior administrative team and advises dean as necessary on technology planning.
- * Maintains thorough understanding of campus and law school business practices and protocols and applies these in IT operations as appropriate.
- * Regularly consults with senior management on matters of significance and partners with campus IT departments to pilot solutions for campus-wide problems. The law school has partnered with campus to explore solutions for issues related to: cloud computing, mobile workforce, security, data analytics, accessibility, research computing, wireless, and more.
- * Responsible for the employment, promotion, performance evaluation, training, motivation, counseling, and discipline of assigned employees.
- * Responsible for the growth and development of the Law IS&T team. Coaches individuals on skill and career developments. Supports training opportunities for teams and staff both on and off campus.

Budget, Finance, and Personnel

- * Responsible for achievement of objectives (operational and budget processes, staff FTE, finance, human resources and space planning).
- * Establishes and assures adherence to budgets, schedules, work plans and performance requirements.
- * Ensures staff follow defined internal controls for the unit and campus.

Project Management

- * Oversees progress for all major IST projects and monitors schedules, budgets, staff and deliverables for those projects.
- * Manages directly or through subordinate managers the review and contracting of outside vendors for law school IS&T as needed.
- * Responsible for overseeing law school's transition to new systems as needed. Manages a complex information dataflow to track data on incoming, current and historical students, faculty and staff. Ensures that the law school develops applications that do not duplicate campus systems but rather address law school specific needs and integrate with campus systems. Ensures that all campus and law school applications that manage student data address the needs of all law students including but not limited to: JD, PhD, JSD, LLM, exchange students, readmits, transfer students, consortium

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students, special status students, visiting scholars and alumni.

- * Works closely with campus resources to modify campus systems to address law school specific needs and ensures that solutions are completed to specification and on time.
- * Oversees law school IT infrastructure design and development during renovations, for off-site facility build-out and during new building construction. Serves as primary liaison between architects, campus project manager, subcontractors, campus IT personnel and law school IT personnel and coordinates communication and problem resolution as needed. Allocates resources for all hardware and phone moves and coordinates with Facilities Manager to ensure the least disruption and down time for users and smooth transitions to new workspaces.
- * Oversees IST's role in coordination of cross-departmental projects.

Business Process Analysis and Technical Consultation

- * Initiates and leads business process mapping exercises with law school administration to improve efficiency of overall business operations as needed.
- * Consults with users regarding business needs and how business systems can support those needs. In particular, consults with faculty on how emerging technologies can improve the teaching and learning experience and address emerging research requirements.
- * Initiates change, by modifying and altering existing procedures and methods.
- * May be assigned additional duties as temporary or new projects arise.

Required Qualifications

- * Requires extensive and in-depth knowledge of Information Technology principles, theories, and concepts to manage functional area(s) and provide solutions.
- * Expert ability to research, interpret, and apply policies and procedures and ability to determine a course of action based on these guidelines.
- * Clearly understands the needs and concerns of the user groups in the organization and applies knowledge to better meet those needs.
- * Requires the ability to change the thinking of, or gain acceptance from, others involving project work and initiatives.
- * Exceptional communication, interpersonal, collaborative, and political acumen skills to interact with a wide and diverse range of constituents both technical and nontechnical.
- * Demonstrated success and experience managing technical teams and projects as well as technical services, operations, and/or programs.

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- * Demonstrated leadership ability to develop and set strategy, and lead/motivate high performing organizations to meet goals.
- * Demonstrates ability to carry out extremely complex assignments requiring expert knowledge of key business and/or technical principles and practices.

Education/Training:

- * Bachelor's degree in Computer Science, Information Systems, Electrical and Computer Engineering, Information Technology, Software Engineering, or related area and/or equivalent experience/training.

Preferred Qualifications

- * Strong knowledge of academic and instructional technologies (online, classrooms).
- * Experience managing IT in the legal field.
- * Understanding of the operational and accreditation needs of a law school.
- * Advanced degree.

Salary & Benefits

This is an exempt, monthly paid position. Annual salary will be commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1644122&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information



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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1644122&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1644122&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1644122]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.