Special Assistant to the Vice President of Information Technology (VPIT)

Job Code 50010912

General Description
To initiate and develop special activities as assigned by the Vice President of Information Technology (VPIT) that include but are not limited to coordinating, facilitating, and supporting security and technology projects.

Example of Duties
Coordinate specific information security projects.
Facilitate the campus Microsoft Exchange Project.
Assist with development of long-term technology planning.
Facilitate completion of key IT infrastructure initiatives.
Provide other projects support as assigned by the Vice President.
Research and prepare relevant information to evaluate and implement long-term technology Planning.
Facilitate completion of key IT infrastructure initiatives.
Coordinate specific information security projects.

Knowledge, Skills, and Abilities
Knowledge of: Developing long-term technology strategic plans, project management and methodologies and tools; effective communication and change management theories

Skill in: Writing and preparing clear, concise, and correct reports, letter and proposals; establishing rapport with a variety of staff members; Problem Solving and Decision Making Skill that include but are not limited to: developing partnerships with key staff on project teams

Ability to: Read and interpret and apply complex legal and technical documents; use basic math skills that include: descriptive, inferential, parametric, and non-parametric statistics; Basic everyday conversation in English, with ability to coordinate effective management of projects; work under pressure and meet deadlines; handle multiple tasks daily

Education Experience
To qualify for this classification and individual must possess any combination of experience and education that would likely produce the required knowledge, skill and abilities.

Other Requirements