



USC University of
Southern California

Chief Information Officer Job Description

JOB INFORMATION

<i>Job Code:</i>	199213
<i>Job Title:</i>	Chief Information Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	IT Management
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Oversees comprehensive information technology systems, ensuring that the most cost-effective applications and advanced computing services are available across the university. Directs operational processes and strategy development and delivery. Advises senior leadership of any issues and guides continuous improvements.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		In
X			Business Administration	Or
X			Computer Science	Or
X			Information Science	Or
X			Engineering	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years	in IT, information security or relevant fields.	
X		5 years	in leadership roles, driving transformational change.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Extensive experience working with IT security guidelines/requirements and driving change in security functions within multiple organizations.
X		Ability to quickly establish credibility, partnering effectively to define and deliver strategies, processes, data, and programs supporting organizational goals.
X		Excellent oral and written communication skills, able to tailor delivery to varied audiences.
X		Experience with contract and vendor negotiations.
X		Excellent critical thinking and organizational skills, and an exemplary attention to detail.
X		High level of personal integrity; the ability to professionally handle confidential matters, and show an appropriate level of judgment and maturity.
	X	Extensive experience in leadership/management roles in research compliance and/or sponsored research at large, complex organizations.
	X	Extensive experience leading or managing teams with evolving cultures.
	X	Proven reputation for discretion, integrity, sound judgment, and responsiveness.
	X	Experience promoting diversity and inclusion.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		CISSP, CISM, CISA or other similar IT certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for creating more agile and innovative IT environments across the university. Provides vision, leadership and direction for managing technology operations (e.g., network services, telecommunications, data security systems). Designs, develops, and implements resources and roadmaps, policies and procedures, and short- and long-range objectives.				
Oversees organizational governance, structures, budgets, and staffing needed to accomplish goals and consistently meet business needs. Ensures projects are on schedule, within budget and completed. Responsible for establishing, maintaining and monitoring numerous metrics for performance and efficiency. Drives the development of advanced data analytics to bolster effective decision-making.				
Provides strategic and operational leadership for IT administration, infrastructure and security, fostering a culture of collaboration and innovation. Identifies user needs and directs teams to ensure IT solutions are designed to meet the specific and often changing needs of individual departments, schools and business units. Mentors staff and student workers.				
Leverages expertise in broad yet relevant areas (e.g., data security, vendor/contract management) to translate visions and strategies into clear priorities. Develops, coordinates, and participates in multifaceted training, ensuring that all appropriate staff are knowledgeable about IT services, pertinent policies, and standards. Prepares and delivers presentations as necessary.				
Stays current with new/emerging technology and policy developments, leveraging the latest industry knowledge to drive timely responses to regulatory changes and continuous improvements to best practices. Ensures senior leadership and relevant stakeholders (e.g., general counsel, risk management) are informed in a timely manner of pertinent regulatory changes that may affect operations.				
Organizes and leads complex monitoring functions and compliance oversight groups, and leads or assists investigations of any alleged non-compliance. Provides training for investigators across crucial compliance areas. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.