



<b>Job Title</b>	Associate Vice President, COM Information Technology	<b>Job Code</b>	COM33
<b>Pay Plan</b>	EXC	<b>Pay Grade</b>	24
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Serves as senior advisor to the VP and Dean on all elements of health and information technology matters and is the principal liaison between the College of Medicine (COM) and the related information technology offices and staff for UCF. Leads the HealthIT department, ensures technology support, core services, infrastructure, applications, technologies, data/analytics and the health information management functions are delivered efficiently and effectively throughout the educational, research, clinical, and administrative operations of the COM.

**Representative Duties**

**1. Strategic Direction and Planning**

- Provides strategic direction for the design, development, implementation, operation and support of IT systems, solutions, technology, data and programs that fulfill the needs of the enterprise and College to include enterprise architecture management, application management, security and risk management, data and analytics, infrastructure and operations support management
- Plans, leads and implements a roadmap to support the current and future education, research and clinical initiatives of the college
- Collaborates with the university's Vice President for Information Technologies and Resources & CIO and the Associate VP & COO regarding overall coordination with enterprise IT resources, systems, and initiatives
- Provides direction to maintain technological relevancy, enhance IT capabilities and provide a competitive edge for the College on the assimilation and integration of emerging technologies, solutions and platforms

**2. Supervision and Coordination**

- Develops and maintains an IT workforce to have the required agility to achieve the College's mission and vision by incorporating the appropriate mix of business knowledge, technical skills and competencies
- Leads the establishment and execution of a workplace strategy that ensures employees have the tools and work environment to be more engaged, productive and effective
- Provides leadership, coaching, mentoring and direction to staff and IT leadership team to include individuals responsible for Database Administration, System Programming, Network Operations, Data Center Operations, Computer Support Services, Systems Engineering, Clinical Systems
- Provides leadership for HealthIT staff so goals and objectives are achieved by technical and management staff
- Creates an environment of respect and accountability

**3. Systems Administration, Implementation, and Operational Management**

- Ensures reliability, stability and efficiency of the infrastructure and operating systems of the college, to include all data centers, technical-service centers, production scheduling-functions, enterprise systems, clinical systems, helpdesks, communication networks (voice and data), software development, and computer system operations
- Ensures healthcare information technologies meet regulatory requirements
- Supports the development and operations of healthcare information technologies at UCF Health and additional future clinical sites operated by the college
- Establishes enterprise-wide IT policies, standards and procedures to ensure the integrity, security, privacy, availability and the protection of the college's IT assets entrusted to or maintained by the college
- Collaborates with the college's privacy and compliance officers and the university's security officer and Office of Compliance and Ethics

- Oversees the interface between external technology systems and the college's IT resources, including systems for electronic data exchange
- Oversees network and Information security and ensure HIPAA and other security compliance standards are met and serves as or supervises the College's HIPAA Security Officer

#### 4. Communication

- Communicates plans, policies, and technology trends throughout the organization
- Provides a high level of contact with UCF employees and students, constituents to include healthcare providers, vendors, state and local agencies
- Provides regular reports on operations and initiatives to the college leadership

#### 5. Budgeting and Contracts

- Develops and controls annual operating budget for IT to ensure it is consistent with the overall strategic objectives of the College
- Approves, coordinates, supports and oversees all projects related to selection, acquisition, development, and installation of major information systems for the college
- Develops and maintains college policies and standards aimed at maximizing effectiveness and minimizing costs related to acquisition, implementation and operation of IT systems
- Reviews all hardware, software, and electronic journal acquisition and maintenance contracts, soliciting involvement and participation of other leadership team members as appropriate

### Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
12+ years of relevant work experience 5+ years of leadership experience		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

Standard office environment with no unique physical demands

### Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**