

Job Description

Please check one of the following:

- ☒ New
 ☐ Update
 ☐ Advancement within same zone
 ☐ Promotion to Higher Zone
 ☐ Other

1. General Information

Date: 8/30/2021	Working Job Title: Director, Research IT Services	Position #: 61070
Employee Name: T.B.A.	Title Code: 49304311	Department Name: Information Technology Services
SAP Personnel #: T.B.A.	Job Family: IT	SAP Organization Unit #: 50010180
Name of Supervisor: Heath Tuttle	Job Family Zone: Senior	<input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P
Position # of Supervisor: 9603	Zone Code: IT30S	Funding Source: 9129010001
FOR HR USE ONLY: FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		

2. Job Summary

This position leads Research IT Services and acts as an advocate for campus scholars and researchers in the Information Technology Services (ITS) organization. This position will be responsible for advancing the University's investment in cyberinfrastructure through the strategic planning, integration, coordination, and deployment of information technology and human resources to support modern research, scholarship and creative works. Recruiting, selecting, and developing staff to deliver services. Strategically organizing financial and people resources to meet objectives. Interacting across IT and functional areas to understand requirements and opportunities for enhancing services. Regularly leveraging communications skills in interpersonal, public speaking, email, and written correspondence. Managing and developing vendor relationships, including the facilitation of formal request for proposal, quote, and inquiries. Initiate and lead projects, with or without professional project management support. Align and develop reporting managers to achieve strategic goals and operational excellence. This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity.

3. Duties and Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Develop strategies to engage scholars and researchers in developing and supporting information technology for research and scholarly work on campus. Lead efforts for strategic planning for the IT support of scholars and researchers on campus and implementation of research IT policies. Develop communication strategies that ensure scholars and researchers are aware of current and planned information technology solutions on campus.	25%	*

3. Duties and Responsibilities (Cont.)

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Actively build relationships and partnerships with on- and off-campus providers with similar roles to leverage effort and knowledge. Coordinate with HCC, Libraries, Research Offices, College Distributed IT groups, and faculty to develop and execute an integrated research IT roadmap. Represent the University at national and international organizations. Serve as an active member of the ITS Leadership Teams; serve as a liaison to the Office of the Vice Chancellor for Research on the campuses and other research-intensive units; responsible for collaboration on the vision, priorities, and operating practices for all of ITS.	25%	*
Engage the NU research community, Library data experts, and campus IT service providers to develop strategies and align services for high performance computing; research storage; high performance networking; open research methods; specialized applications, including support for digital humanities; and electronic collaboration tools. Ensure information technology on campus is being developed and supported in a manner that supports the complex needs of the research enterprise and meetings NU cyber security standards. Ensure thorough, responsive, reliable, and effective support of campus research community needs as they relate to ITS core services and specialized research services.	20%	*
Plan and execute projects to improve the unit's capability, usefulness, and efficiency. Manage and develop highly capable and productive support personnel, recognizing the strengths of each team member and building on those strengths while actively working to improve capability through mentoring, guidance, education, and developmental opportunities. Manage expenses within the unit's budget, accurately forecast budgets, and propose new budgets for the next fiscal year; all expenses should be value and/or mission driven.	25%	*
Other duties as assigned.	5%	
<i>The above list of job duties is not exclusive and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.</i>		

<p>This Position: <input checked="" type="checkbox"/> REQUIRES ATTENDANCE AT THE WORKPLACE</p> <p style="text-align: center;">or</p> <p><input type="checkbox"/> IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT (request forms required)</p> <p>And is considered:</p> <p><input type="checkbox"/> ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)</p> <p style="text-align: center;">or</p> <p><input checked="" type="checkbox"/> NON-ESSENTIAL</p>
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4. Zone Definition Factors (Provide additional information not contained in the Duties & Responsibilities)

A. Knowledge, skills and abilities

Demonstrated knowledge of information technology and its use in education, research and support. Ability to communicate concepts and processes clearly and effectively in oral and written form. Ability to plan and manage a portfolio of concurrent short- and long-term projects. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact.

B. Problem Solving / Decision Making

Applies a systemic approach to planning and problem solving that is retained in situations with uncertainty and change. Ability to consider impact decisions have on campus/system priorities and/or the needs of key stakeholders.

C. Interactions

Daily interaction with Administration, Faculty, Staff, Co-workers, Students and Vendors.

D. Nature of Supervision

Supervision Over: ☒ Reg Staff ☐ Temp Staff/Students ☐ No Supervision
Supervision Received: ☐ Close ☐ Moderate ☒ Limited/None

E. Impact

Contributes leadership, vision and strategic direction to campus wide information technology. Serves on system-wide committees/taskforces that have responsibility for determining instructional, budgetary and technology issues are addressed. Collaborate across campuses as well as local, regional and global technology based initiatives.

5. QUALIFICATIONS & ATTRIBUTES

Required Qualifications:

- Minimum of five years experience in information technology environment
- Knowledge of information technology and its use in education, research, and support
- Demonstrated knowledge of research standards and other research compliance frameworks (i.e. NIST)
- Must have experience in one of the following areas: research data management, modern storage lifecycle strategies, and usage/cost optimization
- Bachelor's degree

Preferred Qualifications:

- Demonstrated knowledge of shared batch processing, HPC cluster management, GPU and cloud virtualization/deployment techniques
- Demonstrated experience writing, submitting, and/or working with federal grants and solicitations
- Master's degree

The ideal candidate is an agile professional with strong interpersonal communication skills, flexibility and responsiveness; exhibits high ethical standards; proficient in managing time and competing priorities; responsive and committed to managing, supporting, and motivating staff; committed to the ideals of a major public research university.

6. Physical Requirements

- A. GENERAL INFORMATION:** Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Eyestrain and neck/back pain may result from hours working at a computer. Work outside normal business hours may be necessary. Travel to other University locations and conferences may be necessary.

B. GENERAL PHYSICAL REQUIREMENTS

Indicate the appropriate response for an eight hour day

Indicate intermittent or constant:

	Fill in the appropriate number of hours (0-8) Maximum is 8	Intermittent	Constant
Sit	6.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive Motor Vehicle	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain:

- C. SPECIFIC JOB REQUIREMENTS:** Complete only for job requiring at least occasional manual effort, climbing, lifting, reaching, exposure to harsh conditions, exposure to dangerous chemicals, etc. Provide additional information or explanation as needed to describe unique or special physical requirements.

	Occasionally (less than 2 hrs / day)	Frequently (2-4 hrs / day)	Continually (5 hrs / day)
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Low	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- D. THIS JOB REQUIRES EMPLOYEE TO:** Complete only for positions requiring lifting, carrying, pushing or pulling

Indicate in appropriate space: L = LIFT C = CARRY P = PUSH PL = PULL

	Occasionally (less than 2 hrs / day)				Frequently (2-4 hrs / day)				Continually (5 hrs / day)			
	L	C	P	PL	L	C	P	PL	L	C	P	PL
11 – 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 49 lbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 – 74 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Over 110 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the job requires the employee to handle over 50 lbs – please explain.

E. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pipefitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. PATIENT CARE AND RESEARCH JOB

Does this job entail:

Exposure to biohazard materials

No

☐

If Yes, Explain

Exposure to blood/bodily fluids

☐

Potential exposure to blood/bodily fluids

☐

Wearing hearing protection apparatus

☐

Working with laboratory animals

☐

Exposure to chemical hazards

☐

Wearing protective clothing

☐