Associate Chief Research Information Officer
Job Description

JOB INFORMATION

Job Code:	165880
Job Title:	Associate Chief Research Information Officer
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	IT Management
Job Family Group:	Information Technology
Management Level:	4 Administrator

JOB SUMMARY

Defines and delivers research IT strategy and develops research IT infrastructure capabilities across the university. Serves as technical resource for computing technologies utilized in computational and data-intensive research and as liaison for research computing with other stakeholders of the university (e.g., research leadership, investigators).

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Master's degree	in related field(s)	
	X	Doctorate	in related field(s)	

Additional Education

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

X	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		8 years		
	X	10 years	of experience in the science and engineering fields.	
	X	7 years	of experience in a senior-level IT management role.	

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		Strong understanding of science, engineering, and biomedical informatics research and technology needs.
X		Ability to work collaboratively with diverse stakeholders across all levels of the organization, communicating technical information to technical and non-technical audiences.
X		Excellent written and oral communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent leadership skills.
X		Knowledge of a wide range of vendor technology solutions.
X		Experience advocating for design and development of various functions (e.g., computational architecture, application support, project management, development operations) to support research agenda.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Executes a vision, strategy, and roadmap for university research IT, and assists the IT teams, other internal stakeholders, and external partners in their effective execution. Ensures current and planned technical architecture, investments, and solutions are aligned with research and business objectives.				
Implements and supports computing resources and services (e.g., HPC clusters, storage systems, data warehouses, cloud solution service) required to meet the research needs of the research enterprise. Assists in the maintenance of operational budgets to meet prevailing objectives and constraints.				
Participates in research IT projects and initiatives, ensuring that commitments are properly planned, staffed, monitored, and reported. Manages research IT effectiveness, measuring the impact of IT on research enterprise objectives. Adheres to appropriate service levels and processes to ensure that desired outcomes are achieved.				
Identifies opportunities and innovations in research IT, participates in educational activities in advanced computing and organizational IT governance committees, and represents the university in local, regional, national, and international research IT efforts. Advises the senior management team on relevant emerging technologies and digital trends to support the organization's strategic goals and evolving needs or the research enterprise.				
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

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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/

Campus Security Authority (CSA)	Essential:
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/	

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.