



ASSOCIATE VICE PRESIDENT FOR INFORMATION TECHNOLOGY/ CHIEF INFORMATION OFFICER

LEADERSHIP PROFILE





THE OPPORTUNITY

Community College of Philadelphia (CCP) is seeking a strategic, collaborative, and highly experienced technology leader to bring a holistic IT vision to its campus and support the variety of technology needs that the institution is currently addressing.

Reporting to the Vice President for Business and Finance (VP, BF), the AVP, IT/CIO (AVP, IT) establishes and directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality and business development, while providing leadership for the overall effectiveness and operations of the ITS division. The AVP, IT is responsible for monitoring and analyzing technology and trends that could improve the College's operations and performance, as well as for establishing technology standards and communicating technical information throughout the organization.

The AVP, IT will lead the strategic and operational planning needed to achieve the College's goals by fostering technological innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment and management of current and future IT systems across the organization. They will promote the efficient use of technology resources by developing appropriate standards, ensuring that full infrastructure costs are included in all information technology analysis, and providing leadership in the development of an enterprise systems architecture.



As the senior leader of the Information Technology organization, they will establish, in collaboration with the VP, BF, the departmental goals, objectives and operating procedures, ensuring full implementation and compliance. Further, they will monitor the goals and objectives and recommend actions to ensure objectives are met, and will oversee cybersecurity initiatives for the College. They will develop, track, and control the information technology operating and capital budgets; review hardware and software acquisition and maintenance contracts to capitalize on economies of scale; negotiate and manage IT-related vendor contracts; and deliver quality customer service to both internal and external constituents in a professional helpful and courteous manner.

The ideal candidate will bring seven years of experience in all phases of computer operations and three years of senior management experience in computer operations, with a preference for higher education experience. They will also have experience with IT planning, system design/implementation and management of technical personnel, experience leading strategic planning and administration of information technology, and the ability



The AVP, IT will lead the strategic and operational planning needed to achieve the College's goals

to define user needs, develop and implement information systems and develop staff. They will have experience using an enterprise-wide system, with a preference for experience using Ellucian Banner or a similar system.

Strong collaboration skills and customer service orientation is expected, as well as a demonstrated ability to exercise good judgment, decision making, analytical and problem-solving skills. Ability to present technical materials to non-technical staff, to drive change and innovation and to juggle shifting priorities and multiple projects is expected, and management experience in a unionized environment is preferred.

The successful candidate will have the ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds. A bachelor's degree from an accredited university in Computer Science, Business Information Systems or related field is required. A master's degree in a related field preferred.

ABOUT COMMUNITY COLLEGE OF PHILADELPHIA

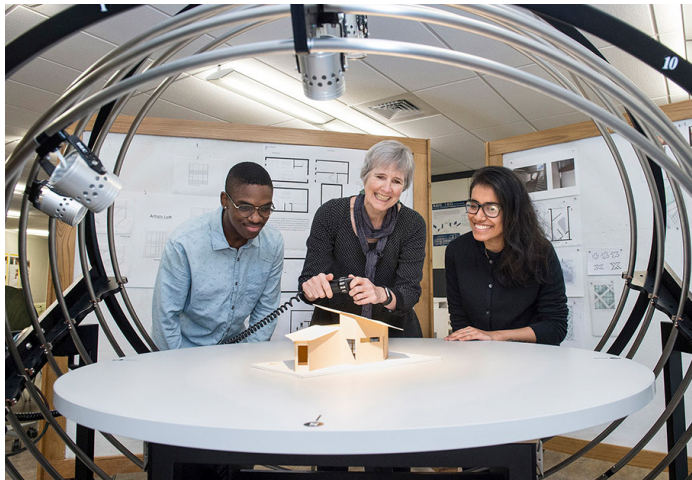
Innovators and difference makers work at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff.

We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has is continuing its legacy as the only two-year school in the city, and has been helping individuals meet their educational goals for almost 60 years.

Community College of Philadelphia is an open-admission, associate-degree granting institution that provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment, and lifelong learning.

The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

ccp.edu/about-ccp



THE POSITION

The AVP, IT reports directly to the Vice President of Business and Finance and is responsible for providing leadership, vision, and oversight for information systems, technology, digital platforms, and innovation with a focus on service excellence, quality, and efficiency.

The AVP, IT provides strategic vision and leadership and develops policy and prioritization of resources in the College's rapidly changing information technology environment. The AVP, IT collaborates with staff, faculty, deans and administrative officers to create strategic, innovative, and leading IT capabilities that support the mission and vision of the College. The AVP, IT is responsible for a direct reporting technical organization of approximately 25 full-time professionals with an annual expense budget of over \$8.5 M.

JACOB EAPEN, VICE PRESIDENT OF BUSINESS AND FINANCE

Mr. Eapen is the Vice President for Business and Finance and Treasurer since January 2015 at Community College of Philadelphia where he directs and is accountable for the integrity and efficiency of the College's finance and business operations.

Prior to joining Community College of Philadelphia, Mr. Eapen was the Vice President for Administration and Chief Business Officer at Mercer County Community College.

In 2002, Mr. Eapen was appointed by the Governor of New Jersey as the Assistant Commissioner of Budget, Finance, Administration, Real Estate and Information Technology in the Department of Human Services.

As Assistant Commissioner, Mr. Eapen functioned as the Department's Chief Finance Officer. Primary responsibilities were to develop and manage the Department's \$10 billion budget. Mr. Eapen also served as the department's Chief Information Officer.

Mr. Eapen also served as the Business Administrator for the City of Trenton, New Jersey. Mr. Eapen held several positions in the City of Newark, New Jersey, including Director, Office of Management and Budget.

Mr. Eapen has earned his Master of Business Administration from Rutgers University and completed the State and Local Government Program – John F. Kennedy School, Harvard University.

CHALLENGES AND EXPECTATIONS FOR LEADERSHIP

- **Technology Strategic Planning and Investment:** Meet with stakeholders, assess technology in place and its uses, and develop a strategic plan for streamlined and more integrated IT that dovetails with CCP's overall strategic plan. Lead efforts to prioritize and invest in needed technology, and outline a future for ITS, and provide support for the IT governance structure, ensuring that it is transparent and effective.
- **Provide Effective Leadership to the Current IT Team:** Assess current IT talent, workloads, and staffing levels, and ensure that appropriate cross-training and succession planning is in place for long-serving staff who will be leaving in the coming years.
- **Cybersecurity:** Make ongoing investments in cybersecurity to ensure that CCP effectively meets its objectives in enterprise risk management and data privacy standards that allow for an optimal student experience. Implement security measures to strengthen protections against cyber threats.
- **New Technologies:** Working with the expertise available within CCP and beyond, understand and evaluate new and evolving technologies that will meet the needs of the College, now and in the future.
- **Commitment to the CCP Mission:** Consistent with all members of the institution, have a strong commitment to the institutional mission, and build on the institutional comfort with embracing change and innovation.

ccp.edu/about-ccp/mission-and-leadership/overview-mission

myccp.online/strategic-planning/2017-2025-strategic-plan



KNOWLEDGE, SKILLS, AND ABILITIES:

Areas of Knowledge:

- Strong technical knowledge coupled with a commitment to researching and learning about new technologies and trends.
- Current knowledge in technology infrastructure and delivery methods, system development and documentation standards, service delivery techniques, and project management techniques.
- Understanding of technology needs in academic areas.
- Experience in budget development and management and cost controls.
- Experience engaging diverse stakeholder groups to set IT priorities, plan services, and develop policies.
- Broad technical expertise across IT disciplines, leading practices in service management, resource management, portfolio management, and project management.

ABILITY TO:

- Articulate IT concepts and priorities effectively to non-technical audiences.
- Work effectively across all constituents who are supported by IT services.
- Mentor staff with a servant leadership style and advance a culture of service and collaboration with all campus constituencies; experience leading in a collective bargaining environment a plus.
- Create positive relationships with individuals from all backgrounds and at all levels of the university leading to productive collaboration across the College.
- Understand business needs and create technology solutions to meet those needs and make data driven decisions.

SKILLED IN:

- Outstanding professional management using initiative, originality, judgment, and creative problem solving.
- Outstanding customer service and team-building.
- Effective strategic planning, budget, and financial management; experience in a resource-constrained environment a plus.
- Collaborative, ethical, humble, and effective management.

Minimum Qualifications

- Seven years of experience with increasing responsibilities for management and leadership of information technology professionals.
- Demonstrated experience in IT strategic planning, complex budgeting, and personnel management.
- Experience leveraging technology to achieve the most effective and efficient solutions to support business processes and the student experience.
- Demonstrated experience working in a position that requires a high degree of customer service skills, collaboration, and a proven commitment to promoting and maintaining a service-oriented culture.
- Education: bachelor's degree from an accredited university in Instructional Technology, Information Technology, Computer Science, Business Administration, or related discipline.
- Effective collaborative leadership style that incorporates organizational, analytical, and decision-making skills with strong change management, project management, and team building skills.

Preferred Qualifications/Desirable Experience

- Master's degree from an accredited university in Instructional Technology, Information Technology, Computer Science, Business Administration, or related discipline.
- Experience in a broad range of technology within a higher education, government, or public sector setting.
- Strong financial management skills including the ability to manage complex budgets with multiple fund sources and with multiple campuses.
- Strong interpersonal skills, including the ability to use diplomacy, inclusion, and consensus to inform the decision-making process.
- Technical fluency with Ellucian Banner or similar enterprise-wide system.

PROCEDURE FOR CANDIDACY

The Search Committee will begin a review of applications in November and continue work until an appointment is made. To assure full consideration, application materials should be received by December 27, and must include a letter of interest stating how the candidate's experiences and qualifications connect with the required/preferred characteristics and priorities expressed in the position profile; a curriculum vitae/résumé; and five professional references with emails, telephone numbers, and a description of the candidate's professional relationship with each reference listed. References will not be contacted without prior authorization from the applicant.

To submit nominations, or should you have any trouble applying for this position, please contact **CCP_AVPIIT@agbsearch.com**.

Applications should be sent electronically (PDF or MS Word) to:
bit.ly/4dwBgYQ

Please direct inquiries to:

Margaret (Peggy) Plympton, Ed.D., Principal
Margaret.plympton@agbsearch.com; (484) 554-4542

EEO STATEMENT

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

