Western Connecticut State University
Information Technology & Innovation
IT Operations & Budget Coordinator

Position Announcement

Western Connecticut State University is pleased to announce applications are being accepted for the position of IT Operations & Budget Coordinator.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Primary Responsibilities: Performs a variety of duties to ensure IT operational tasks, processes and projects are successfully completed. This person provides leadership and support to key initiatives, budget development and financial management, disaster recovery, audit, change management and software/application portfolio management; Develops, prepares, and analyzes budgets and maintains fiscal quality control. Monitors financial activity for the department including required reporting and provides recommendations; Negotiates and manages technology related contracts and agreements as required for the ongoing operation of IT&I in coordination with the University's procurement office. Manages vendor relationships; Acts as the Software Manager, and manages all software and applications, purchases, processes and policies. Maintains a comprehensive software portfolio; Works with departments to assist with software purchases and recommends procedures to ensure adoption and provide usage metrics; Analyzes software and applications to determine return on investment and makes recommendations for renewal decisions; Acts as the Change Manager for IT Change Management and serves as chair of the IT Change Advisory Board; Serves as liaison for all IT audits and other regulatory bodies. Prepares for and responds to audits; Serves as the lead for disaster recovery planning, testing and analysis to ensure continuity of IT services; Serves as a project manager, prepares project plans, and acts as a liaison and advocate for project-level problem resolution; Works with local and CSCU system-level resources, and vendors to coordinate complex, high-priority projects, with responsibility for outcomes; Manages strategic and tactical initiatives related to IT; Writes proposals, chairs or participates in committees, and Consults with administrators or appropriate staff on various initiatives; Assists with reports and maintains records.

Qualifications: Bachelor’s degree is required. Five (5) years in a similar type of position within the information technology field; Experience working in a higher education environment is preferred; Experience working with ITIL/COBIT or similar ITSM framework preferred; Must possess: excellent organizational, written and oral communication skills; budgeting and analytical skills; initiative, problem-solving, and decision-making skills. A high degree of professionalism, courtesy, accuracy, and attention to detail are required. Candidate must be proficient using Microsoft Office Suite, including Outlook, Word, Teams and Excel.

Salary & Benefits: Salary range is $78,742 – $122,474 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. Must be eligible to work in the U.S. as sponsorship for a work visa will not be provided for this position.
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Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – IT Operations & Budget Coordinator. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, August 20, 2021. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer