



Office of Human Resources and Equal Opportunity Administrator Job Description

DIRECTOR OF STRATEGIC PLANNING AND OPERATIONS – INFORMATION TECHNOLOGY FOR THE CALIFORNIA VIRTUAL CAMPUS (CVC-OEI) PROGRAM

DEPARTMENT: Technology
COLLEGE: Central Services
SALARY GRADE: [A2/A3 - M](#)

JOB SUMMARY:

The California Virtual Campus (CVC) is a state-wide online education initiative to help students reduce-time to graduation or transfer through centralized access to high-quality online courses and programs across the California Community Colleges (CCC). The CVC includes a state-wide online learning technology ecosystem, course exchange, common learning management system, faculty professional development, and an overall focus on increasing equitable outcomes for students. The CVC is operated by the Foothill-De Anza Community College District on behalf of the California Community Colleges Chancellor's Office as the recipient of the state-wide Online Education Initiative (OEI) grant. Composed of high-quality online courses, resources for students, and educational technologies, the CVC represents a comprehensive and collaborative program that increases the opportunity for higher education degree attainment in California. This position is responsible for managing large-scale technology projects as the senior IT leader for the CVC. The role consists of both senior leadership responsibilities and also direct engagement with a small in-house team plus contractors and SaaS vendors. A primary focus is technical implementation of the statewide CVC Course Exchange.

The CVC Course Exchange, located at [cvc.edu](#), includes a growing student-centered, searchable catalog of online courses and programs across the California Community Colleges designed to reduce student time to graduation or transfer, and to increase equitable access to courses and programs in underserved communities across California. Typically, students searching the CVC Exchange are searching for an online course not currently available at their home college or are searching for a fully online program of study. The product is currently comprised of SaaS vendor products and API-based data integration with individual California Community College districts. The system enables a growing number of CCC students to register, without completing a new application, in available online courses outside of their home college (called cross-enrollment), while also integrating financial aid, payment and credit transfer between colleges. The individual hired will have a specific charge to support continued scaling of technology implementations and implement a robust production support program. This position also holds vendors and internal staff accountable for meeting deliverables on time and within budget. High profile deliverables for fiscal year 2021-22 include supporting the requirements gathering and development of product functionality by the vendor to include major components such as financial aid automation and expansion to serve high school dual enrollment populations seeking enrollment in a CCC. The Director will provide vision for ongoing student-centered product improvements and usability enhancements.

Secondary areas of focus include supporting the state-wide learning management system, collaborating effectively with other state-wide technology organizations where system architecture intersects or where technology dependencies exist, and ensuring internal CVC technology operating infrastructure meets the needs of the organization. The Director will also counsel internal stakeholders regarding technology needs and make future product recommendations based on the need to maintain an effective and sustainable technology ecosystem.

This position is expected to primarily work and manage teams remotely. Office space at a Foothill – De Anza CCD site may be provided at the discretion of the Executive Director. Most work is completed using videoconferencing, telephone, and collaborative tools such as Zoom, Slack, G-Suite, Office 365, and similar technologies. Periodic travel to the district, State Chancellor's Office, or other sites may be required for activities such as on-site meetings, presentations, conferences, and/or task forces.

POSITION PURPOSE:

Reporting to the Executive Director, the CVC-OEI Director of Information Technology provides leadership for the development and implementation of strategic planning and operations for technology necessary to support the mission of the California Virtual Campus - Online Education Initiative; plans technology programs; develops budgets; integrates the activities of other CVC-OEI components; develops agreements with vendors; and supervises project staff, and task forces.

NATURE and SCOPE:

This position is responsible for coordinating overall planning, budgeting, and direction for the CVC-OEI technology infrastructure; provides support and coordination to the entire CVC-OEI management team. Facilitates team communication and collaboration.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide critical leadership in the development of strategic immediate, mid term, and long range planning for CVC-OEI technology components and services.
2. Provides leadership and direction for the CVC-OEI including statewide teams, committees, and work groups.
3. Facilitate a clearly defined and effective programmatic structure, as measured by feedback from stakeholders, for the technology operations of the Online Education Initiative.
4. Oversee organizational activities to ensure consistency with the project's vision and mission.
5. Develop, follow, and monitor adequate planning activities to ensure progress toward project milestones.
6. Plan, organize, coordinate, direct, and conduct technology-related financial, budget, and operational activities.
7. Prepare and make final expenditure recommendations to the CVC-OEI Executive Director.
8. Coordinate contract negotiations with external vendors for specialized technology services, licenses, or products related to the Online Education Initiative.
9. Act as the technology contracts liaison for the CVC-OEI with Foothill - De Anza District Business Office and Purchasing.
10. Provide project management oversight, coordination and reporting for academic and information technology efforts in support the CVC-OEI work plan; coordinate with Chancellor's Office leadership and system-wide stakeholders to ensure coordination between state-wide information technology grantees
11. Seek opportunities to braid funding from multiple sources in support of shared initiative project goals.
12. Facilitates the operation and sustainability of the CVC-OEI Online Education Ecosystem in support of the CVC-OEI Consortium.
13. Establishes policies and practices to structure efficient program operations.
14. Ensures enterprise-level data integration of all components of the Online Education Initiative using a standards-based approach to technology development and deployment, while providing a student-centered experience that reduces barriers to effectively accessing courses and services
15. Participate in program assessment and dissemination.
16. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Project management including monitoring tasks and timelines of large, multi faceted technology projects in complex organizational structures.
2. Complex information systems and virtual technologies.

3. Working knowledge of applicable laws, regulations, and guidelines, such as the California Education Code and Board of Governor's Title 5 Regulations.
4. Business management, leadership, and supervision.
5. Computers, commonly used software, and communication media.
6. Statistical analysis, program planning, and trend projection.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Team oriented, collaborative leader with strong supervisory skills.
4. Proven leadership and management.
5. Public speaking and problem solving.
6. Effective, positive interpersonal skills.

Education and Experience:

1. Bachelor's degree in a related field.
2. One year of leadership and personnel management experience.

Preferred Qualifications:

1. Experience in managing large, complex technology integrations.
2. Three (3) to five (5) years of progressive administrative experience in information/educational technology, or a related field preferably in the California Community College system.
3. Experience in leading institutional change.
4. Experience with software development, teaching/learning in an educational setting, managing programs, and/or developing and delivering technology solutions.
5. Experience managing integrations with or customization of leading Enterprise Resource Planning (ERP) systems (such as Banner, Colleague, Peoplesoft).
6. Demonstrated experience with integrated budget and planning, and a data driven program review process.

WORKING CONDITIONS:

Environment:

1. Typical remote office environment, including mobile and connected interactions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: March 2014; October 2021

Ed Code: H-11

Creditable Service: PERS