

Assistant Chief Information Officer, Enterprise Applications **Position Description**

Brown University, a private coeducational research university and member of the Association of American Universities, seeks a technology leader with a proven record of systems development and integration, excellent change-management skills, and a strategic orientation towards customers and clients to serve as the Assistant Chief Information Officer, Enterprise Applications (ACIO-EA).

Reporting to the Vice President for Information Technology & Chief Information Officer and serving as a member of the Office of Information Technology Senior Leadership Team, the ACIO-EA will advance Brown's mission by leading an enterprise-systems team that provides innovative technology, data, and digital solutions for faculty, students, and staff to meet their academic, business, and administrative objectives. The ACIO-EA will be a strong collaborator and creative problem-solver who prioritizes solutions that are efficient, secure, sustainable, and scalable to meet the ever-evolving needs of a complex, mission-driven organization.

Information Technology at Brown University

Brown is committed to being “a place where rigorous scholarship, complex problem-solving, and service to the public good are defined by intense collaboration, intellectual discovery, and working in ways that transcend traditional boundaries.” Brown is currently capitalizing on the momentum created by its [Building on Distinction](#) strategic plan – itself fueled by the successful [BrownTogether](#) capital campaign – and the ongoing appeal of its distinctive “university college” profile, investing in its education, research, and health missions while also seeking efficiencies and creating new operating practices.

Brown maintains an organizational structure and financial model that enable targeted investment and strategic agility. Over the last decade, even as Brown's research enterprise has grown, the University's IT ecosystem has become more integrated through both consolidation and a partnership model that aligns its systems and services with decentralized technology groups embedded in several administrative functions and academic divisions that support different mission and operations areas of the University. Almost all parts of the University look to the enterprise IT organization, the [Office of Information Technology](#) (OIT), for direction, innovation, service, and governance.

OIT is responsible for IT systems and services that support teaching and learning, research, and business operations across Brown's schools and its administrative functions. OIT works in strong partnership with Brown's Sheridan Center to ensure appropriate support for teaching and learning with technology. In addition, there remain important, distributed IT activities and teams in academic and administrative areas such as the Office for Research and Facilities Operations. Reporting to the University's Executive Vice President for Finance & Administration and also serving on the senior leadership team of the Provost, the Vice President for Information Technology & Chief Information Officer leads OIT.

With over 250 staff members and an expense budget of \$55M that is funded through an annual zero-based budget process, OIT delivers high-quality information technology solutions and services that support the University's mission. To this end OIT:

- Encourages, enables, and drives collaboration both across and beyond Brown through services, training, and tools.
- Empowers University decision-makers through efficient access to enterprise data and effective business-intelligence tools.
- Deploys technology resources creatively in support of the University's *Building on Distinction* strategic plan, as well as other key university plans such as the *Operational Plan to Invest in Research*.
- Develops, refines, and sustains an effective IT governance practice that enables transparent and strategic decision-making about technology priorities as they support the University mission and operations.
- Creates seamless integration across digital and technology platforms for University users.
- Keeps abreast of emerging technologies and practices in order to drive innovation.
- Develops forward-thinking, innovative strategies to support teaching, learning, and state-of-the-art research.
- Provides a robust, reliable, and secure data and technology environment.
- Continues to develop its skills, teamwork, and output through professional development and external recruitment.

These links provide a helpful orientation to OIT's current [organizational structure](#), [tools and services](#).

Assistant Chief Information Officer, Enterprise Applications

Reporting to the VPIT & CIO, the Assistant CIO, Enterprise Applications (ACIO-EA) is a strategic leader with direct oversight of the Enterprise Application Systems (EAS) group, coordinating the resources, services, and budgets for the University's administrative applications and enterprise systems. The ACIO-EA will be responsible for building strong and productive relationships with University academic and administrative leaders and their staffs and for communicating with and advising departments across campus to provide efficient and effective digital solutions for the University. As a member of the OIT's senior leadership team, the ACIO-EA will work with stakeholders across the University, determining policies, procedures, and strategies for effective implementation and management of enterprise applications and related technologies. The position requires an individual with proven collaborative, strategic, executive, change-management, resource-management, and client-engagement experience.

The ACIO-EA will manage talent and resources across a number of existing teams: HRIS/Finance, Business Intelligence, Business Systems and Integration, Student Systems, Web Services, and Digital Engagement. The Assistant CIO will be an effective leader with knowledge of business management and a deep knowledge of enterprise applications and the underlying technology including experience managing both software-as-a-service and on-premise deployments. They serve as a consultant and advisor to Senior IT staff on advanced technologies and evaluate the business impact through cost/benefit, life-cycle, security, and other kinds of analysis. The ACIO-EA

recommends and incorporates technology strategy in alignment with OIT and University goals and contributes to the effectiveness of governance-based decisions about IT investments and divestments.

The ACIO-EA will join OIT as the organization positions itself to play a central role in Brown University's drive to establish an institutional data strategy with appropriate policy and security provisions and with well-chosen systems to enable efficient and secure optimization of institutional data and appropriate use of it for planning, assessment, and reporting purposes.

Strategic Leadership

- Develop organizational vision and EAS strategic plans, aligning priorities in support of OIT and University-wide goals.
- Establish principles for technology selection, including cloud strategy, buy-vs-build, etc., within an IT framework that prioritizes system integration, security, user experience, and life-cycle support and costs and that aims for a strategically architected portfolio of sustainable and secure applications designed with integration, efficiency, and utility in mind.
- Contribute to the VPIT-CIO's, and OIT's, contribution to University-wide initiatives in data strategy, governance, and utilization.
- Work closely with the senior management team in planning, directing, and implementing short- and long-range tactical objectives in support of the EAS strategic plan.
- Work closely with campus stakeholders and constituents to ensure that the applications and technology that EAS delivers include deep stakeholder input and meet customer expectations.
- Establish architectures, standards, and procedures for application development and deployment that ensure the reliability and maintainability of applications and the integrity of the information they contain.
- Provide overarching assessments of the portfolio of current applications and consideration of new applications to the department leadership and the various IT governance committees.
- Collaboratively plan the implementation of new applications and provide guidance to IT professionals and staff who are involved.
- Analyze and present the costs, value, and risks involved in managing and changing technology to suggest scenarios for action to OIT and University leadership.
- Review all enterprise-wide application acquisition and maintenance contracts with the participation of appropriate staff and in collaboration with information-security colleagues.

Operational Leadership

- Work with the VP/CIO and others to translate strategic plans into operational plans and strategies.
- Direct the department's continuous improvement initiatives and activities, which include continual assessment, analysis, and collaboration to improve operations that optimize the delivery and maintenance of applications and related services. Aligns activities and services with industry standards and best practices.
- Make recommendations for new, replacement, and decommissioning services.
- Provide guidance on budgeting, large contract management, and product negotiation.

- Identify issues that need attention and initiate analysis in preparation for consideration as projects.
- Lead analysis and initial planning on projects of enterprise scope.

Project Portfolio and Project Management

- Working with the OIT leadership team and IT governance committee, prioritize proposed projects and requests for enhancements to locally developed applications and services, managing stakeholder expectations to sustain alignment through the life cycle of the project.
- Manage large, complex, and strategic projects internal to OIT and involving other OIT and University departments. Use the OIT project management framework to define, plan, resource, track, and problem solve, and communicate aspects of each project. Mentor other staff in their roles as leaders of smaller projects.

Financial Management

- Partner with the OIT Director of Finance to facilitate collaboration and communication for the effective and timely compilation of information needed to assist decision-making across EAS.
- Lead all budget functions of EAS and broader operational scope to ensure compliance with all OIT and University standards and practices.
- Review annual financial plans and forecasting with VP/CIO and OIT Director of Finance.

Personnel Management

- Manage talent and resources across all teams in the Enterprise Application Services group. Form working teams to accomplish projects and foster personal growth. Recommend optimal organization and resource requirements to meet departmental goals.
- Develop and implement strategies to build and improve continuous individual, team, and organization learning and collaboration.
- Establish and communicate priorities, policies, and standards for the department.
- Assign tasks and supervise progress; drive teams to maintain, transition, interface, and test new and emerging technologies
- Proactively pursue continuing education and professional development for team members through courses, conferences, user groups, and other training
- Evaluate the performance of staff: formally evaluate direct reports and review/comment on evaluations for all EAS staff

Collaboration and Outreach

- Assist and support the VP/CIO in building and maintaining partnerships throughout the University community.
- Represent OIT on University-wide strategic and operational task forces and committees, as appropriate.
- Consult with external technology experts to identify emerging IT trends and opportunities and evaluate them within the context of the University's and OIT's strategic goals and direction.

- Foster relationships with regional and national IT associations.
- Establish, maintain, and promote strong partnerships with strategic IT vendors and agencies.

In all their work, the ACIO-EA will be a consensus builder and an integrator of people, processes, and technology in a rich and diverse digital environment, helping to make OIT, like the University, more than the sum of its parts.

Competencies and Qualifications

The complexity of this position requires a leadership approach that is engaging, imaginative, and collaborative, along with the ability to work with other OIT leaders to set the best balance between enterprise application strategies, other OIT priorities, and the myriad needs of clients and partners across the University.

The successful candidate will bring important skills, attributes, and competencies to OIT and Brown. Chief among these are organizational and emotional intelligence, domain expertise, change-management skills, a commitment to disciplined, purposeful innovation in thought and practice, and experience advancing diversity, equity, and inclusion. They will bring knowledge of established and emerging technologies balanced with the experience and ability to think institutionally and recommend appropriate investments. They will have the ability to earn the trust of colleagues at all levels so as to advise OIT and Brown leadership on how information technology can best support and enhance teaching and learning, research, and administrative operations. They will have the empathy and interpersonal skills needed to lead, engage, and motivate a cadre of loyal, talented IT professionals who work in service to and partnership with clients and customers across and beyond campus.

The ACIO-EA must therefore bring demonstrated skill in cultivating partnerships and fostering collaboration and innovation while leading an enterprise applications team that serves a complex enterprise with multiple centers of gravity. They will bring experience in developing strategies for a decentralized, multi-constituency organization and a track record of success working collaboratively with interdisciplinary teams. They must additionally bring a reputation for integrity and openness and a blend of expertise, demeanor, and discipline that inspires confidence at all levels.

Alongside these competencies and experiences, the ACIO-EA will possess the following specific qualifications:

- An undergraduate degree from an accredited educational institution; a graduate degree is preferred but not required.
- 8+ years of IT experience, preferably within an academic environment.
- 5-years of leadership experience in complex, mission-driven organizations with multiple constituent groups and inclusive decision-making practices, including engagement with executive leadership and governance.
- The ability to maintain an institutional and strategic perspective while helping staff to prioritize and manage shorter-term activities.
- Experience developing, presenting, and managing complex budgets comprising multiple

- funding sources.
- Experience across a spectrum of initiatives related to enterprise data – data governance, strategy, policy, application development/implementation, security, etc.
 - Excellent interpersonal skills and a demonstrated ability to value and work in a diverse environment.
 - Highly effective written and oral communications: the ACIO-EA will be a strong communicator interested in receiving input, sharing outcomes of decisions, and building a sense of trust and a strong network of communication with direct reports, other departments, and executive-level colleagues.
 - Experience in developing a vision and plans for future technologies and capabilities, including business cases for strategic and sustainable technology investments
 - Experience mapping business requirements to IT architecture and strategy.
 - Proven experience in leading multiple large units as part of a larger complex and diverse organization and in fostering a positive team-spirited technology culture.
 - Ability to make innovative decisions involving a high degree of complexity.
 - Ability to lead, manage, motivate, evaluate, and develop staff.
 - Recognized service ethic and a diplomatic style of interaction.
 - Extensive knowledge of technology trends and a deep understanding of emerging technologies.
 - The ability to remain calm under pressure.

Experience in a research university with an academic health system is preferred; candidates with a public-sector or corporate background that entails exposure to or engagement with teaching or research, or with patient care or large-scale data analytics, are invited to apply.

Brown University

Brown is a community that celebrates intellectual curiosity, creativity, and individuality; appreciates the power of collaboration among individuals with different perspectives, backgrounds, and areas of expertise; and fosters research and education that strive to have a positive influence on society.

Located in historic Providence, Rhode Island, and founded in 1764, Brown University is the seventh-oldest university in the United States. Brown is an independent, coeducational, Ivy League institution comprising undergraduate and graduate programs along with the Warren Alpert Medical School, School of Public Health, School of Engineering, School of Professional Studies, and a range of distinguished centers and institutes that bring scholars together across disciplinary boundaries.

In 2014, under the leadership of President Christina H. Paxson, Brown launched the strategic plan, Building on Distinction, which positions the University to attain higher levels of academic excellence through collaborative integrative research and an innovative approach to education. The University recently reaffirmed its strong commitment to diversity and inclusion, and that diversity and inclusion are central to achieving its mission, with the release of Phase II of [Pathways to Diversity and Inclusion: An Action Plan for Brown](#) in 2021.

In fall 2015, the University launched a \$3 billion comprehensive campaign, [BrownTogether](#), to

support and achieve the aspirations outlined in the strategic plan. After eclipsing the initial goal, the University announced the campaign will continue through 2024, focused on research and teaching in medicine, public health, engineering, and the arts, as well as student financial aid, career services and Brown Athletics, with a revised goal of \$4 billion.

Today, Brown's vibrant, diverse community consists of over 7,000 undergraduates, more than 2,900 graduate students, 595 medical school students, 6,000 summer, visiting, and online students, over 800 regular faculty as well as more than 3,500 staff. 15% of undergraduates are the first generation in their family to attend college and 22% are from historically underrepresented groups. Brown is frequently recognized for its global reach, many arts and cultural events, numerous campus groups and activities, active community service programs, competitive athletics, and beautiful facilities located in a richly historic urban setting.

Brown's academic excellence is rooted in a student-centered model of learning. The undergraduate Open Curriculum is a flexible but rigorous approach to education that pushes students to be creative thinkers, intellectual risk-takers, and entrepreneurial problem-solvers. Brown's graduate and professional programs offer intensive learning and research experiences that respect and develop each scholar's interests and ideas within their intended specialty — equipping them with the tools they need to become the next generation of leaders in their fields.

For FY 2023, Brown reported operating revenues of \$1.25B and a fiscal year-end endowment value of \$6.6B. The University's annual research expenditures grew to \$282M in FY 2023.

Providence, RI

Brown's home for more than two and a half centuries, Providence is a vibrant place to live, work, and study, a stimulating hub for innovation, and a city rich in cultural diversity. Comprising some 25 neighborhoods and remaining one of the country's most densely populated cities, Providence combines the friendliness of a small town with the culture and sophistication of a big city with a metro-area population of 1.6 million.

The city has undergone a dramatic transformation over the past 30 years and now has a thriving arts community, vibrant and diverse neighborhoods, a renowned restaurant scene, and a growing knowledge quarter catalyzed by Brown's investment in the Jewelry District. Providence also enjoys a reputation as the "Creative Capital," bolstered by both Brown and the Rhode Island School of Design located near each other on College Hill.

To Apply

Brown University has engaged Opus Partners to support the recruitment of this position. Craig Smith, Senior Partner, and Abigail Maynard, Senior Associate, are leading the search. Confidential inquiries, applications, and nominations should be submitted by email to abigail.maynard@opuspartners.net.

A complete application will include a resume and cover letter. Brown University values diversity, equity, and inclusion, and seeks a leader who is committed to promoting these values throughout

the organization. We encourage candidates to address in their cover letters how they might promote these values as the ACIO-EA and to highlight past professional support of initiatives designed to remove barriers and to increase participation by groups historically under-represented in IT.

Brown University is an E-Verify Employer. As an [EEO/AA employer](#), Brown University provides equal opportunity and prohibits discrimination, harassment, and retaliation based upon a person's race, color, religion, sex, age, national or ethnic origin, disability, veteran status, sexual orientation, gender identity, gender expression, or any other characteristic protected under applicable law, and caste, which is protected by our University policies.