

CHIEF INFORMATION OFFICER
BROOKLYN LAW SCHOOL

Duties & Responsibilities

Brooklyn Law School seeks an entrepreneurial leader to guide the Law School's Information Technology Services department. Reporting directly to the Vice Dean of the Law School, the CIO is responsible for managing the administrative and academic IT functions for the school. The new CIO will guide the department through a transformative period in its own history and in legal and higher education more broadly. As such, the CIO is expected to work closely with senior administrators and faculty to help the school navigate successfully through complex change and to leverage technology to further the school's instructional mission. The CIO will also establish and implement short- and long-range departmental goals, objectives, and policies, and will shape the department's organizational structure to best deliver the services it provides.

The Information Technology Services department provides a broad range of IT services to the BLS community, including: end-user services, through its Computer Services and Audio Visual teams; project management; business solutions development and maintenance; oversight of Ellucian (BLS's SIS) and SharePoint programming, development, and administration; and infrastructure services (network, systems, backup, storage, and SQL server databases). Additionally, BLS ITS manages and operates the technology environment necessary to support BLS's extensive library and clinical programs. The CIO manages a staff of about 20+ employees, as well as external contractors, and an annual operating budget of about \$2.4 million.

Brooklyn Law School is an independent nonprofit law school, established in 1901. Its location in Brooklyn Heights offers unparalleled personal and professional opportunities, providing a quintessential urban law school experience.

Salary and benefits will be competitive. A complete application will include a letter of interest, a current curriculum vitae or resume, and contact information for at least three professional references (who will not be contacted without the candidate's prior permission). Application materials should be sent as PDF attachments to cio-search@brooklaw.edu. Review of applications begins immediately and will continue until the position is filled.

Brooklyn Law School is an Equal Opportunity/Affirmative Action employer.

Basic Qualifications

Bachelor's Degree; 10+ years of progressive IT management experience.

Additional Qualifications

Previous experience in a CIO-level position preferred, as are a superior record of leadership; seasoned interpersonal and management skills; broad-based experience in all aspects of IT (infrastructure and applications); tremendous commitment to customer service with ability to influence client expectations; keen ability to balance setting strategy with execution and willingness to become hands-on; highly effective communication skills (one on one, presentation, proposal-writing); prior project management experience; and management of outsourced services and operational and capital budgets. Experience in higher education, especially legal education, and knowledge of educational technologies a plus. JD or other relevant advanced degree preferred.