Job Title: Assistant Director, Web and Emerging Technology

Job ID: 8108

Full/Part Time: Full - Time

Job Code: 3318 Administrator I

Job Grade: Range A

Department: IT Web Dev Emerging Tech-8280

Major Duties
Under general supervision of the Associate Vice President for Information Technology, the Assistant Director, Web and Emerging Technology oversees web, mobile and emerging technology. The incumbent assists in providing strategic vision and leadership focused on web technologies, mobile technologies, emerging technologies including artificial intelligence, machine learning, intuitive and state-of-the-art interactive services (e.g. chatbot etc.), and events that promote research, development and entrepreneurship in emerging technology fields; responsible for coordinating the development of the institution's web, portal and mobile services, integration capabilities between varied technology platforms, and all related development, DevOps and quality assurance; responsible for participating in the overall IT strategic planning, development of relevant processes, procedures, and documents; provides feedback and insight on how to implement and integrate emerging technologies into campus wide enterprise technology environments; assists with leading discussions across the IT organization to evaluate the impact of new technologies on CSUN's infrastructure, security, and data strategies; advocates for the use of new technologies, or new application of existing technologies, towards enabling student success and enhancing the student, faculty and staff experience; helps design and manage innovation projects to pilot new technologies or new applications of existing technologies to determine their broader applicability to CSUN; assists with providing leadership and guidance on student-centered competitions focused on emerging technologies that foster innovation, research and creativity; serves as the Division's representative on the university technology governance committee charged with providing oversight for consistent, ADA-compliant websites across the organization, and advises the Vice President, Associate Vice President and IT Leadership team on web policies, standards, and identification of best practices; coordinates staff recruitment and hiring for the Web and Emerging Technology team and recommends staff development investments and strategies; establishes goals, performance, and accountability measures to ensure team members are meeting timelines, working efficiently, and providing high levels of service delivery; provides reports and analysis to support IT decision-making, supporting vendor management, and representing IT at campus-level meetings pertinent to web, mobile and emerging technologies; and performs other duties as assigned.

Qualifications
Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in computer science, software programming, or a job-related field. Master's degree preferred. Substitution of experience for any part of a degree will depend upon the unique position needs. Equivalent to two years of progressively responsible professional/administrative experience in software development. At least one year of experience managing personnel is preferred. Experience in higher education or public sector regulatory policies and culture working in or closely with technology organizations is desired.

Knowledge, Skills, & Abilities
Working knowledge of mobile application and web development, web development programming languages, including software and hardware platforms, public cloud platforms and online systems; user centered design methods, and design thinking; portals, usability design, integration technologies and applications; and emerging technologies and industry trends including artificial intelligence, machine learning, intuitive and state-of-the-art interactive services (e.g. chatbot etc.). Ability and specialized skills to: possess adeptness in translating business needs into systems solutions, developing feasibility and business case analysis, effectively communicating design direction to stakeholders and development team, and vendor evaluation and selection; reason logically, independently implement administrative decisions, and supervise others; possess excellent communication skills with the ability to negotiate and establish priorities to achieve results and expedite projects; work independently, analyze operational problems, and implement solutions; analyze and interpret
University policies, effectively interact with all levels of staff, and handle situations and information of a sensitive and confidential nature; and deal effectively with a wide range of vendors & service providers.

**Pay, Benefits, & Work Schedule**
Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

**General Information**
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**How to Apply**
Candidates should apply by completing the CSUN on-line application utilizing [http://bit.ly/HR_CSUN](http://bit.ly/HR_CSUN) link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins February 20, 2019 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: [http://www.csun.edu/careers/](http://www.csun.edu/careers/)

**Equal Employment Opportunity**
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

ENTER DATE (2/1/19)