

## INFORMATION SYSTEMS CONSULTANT

### Function of Job:

Under administrative review of Vice Chancellor for Planning and Budget, to provide leadership and independent judgement in the development, maintenance and integration of computer systems within the University System and in accordance with MIS strategic planning projects.

### Characteristic Duties and Responsibilities:

1. Serve as information system architect for USNH and constituent components with responsibility for defining and coordinating all management information system requirements on behalf of the Chancellor/ System Office.
2. Act as USNH Information Technology (IT) Planning Officer and Chair of USNH committee responsible for developing list of prioritized projects from MIS Steering Committees.
3. Be responsible for sponsoring cross-campus, cross-institutional systems and projects (e.g. infrastructure development).
4. Be responsible for sponsoring advanced technology application projects and advocating/fostering USNH-wide user awareness and IT literacy.
5. Ensure availability of necessary resources to satisfy user needs and training requirements.
6. Monitor project costs, budget accomplishments and plan project schedules.
7. Prepare long-term plans for acquisition and installation of technical computing hardware and software to meet USNH objectives.
8. Act as purchasing and/or acquisition agent for System-wide computer technology/upgrade purchases.
9. Represent USNH IT issues to the external world.
10. Perform other related duties as assigned.

### Minimum Acceptable Qualifications:

1. Master's degree in appropriate field and at least six years of related experience in the area of management information systems design, including senior level experience in strategic information technology planning.
2. Excellent communication and writing skills.
3. Ability to operate independently with a minimum of supervision.

7/23/92

System Approval

7/23/92

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**