Working Title: DoIT Communications Director

Official title: DIR, UNSPECIFIED (7)(M93DN)

Degree and area of specialization:
Bachelor's degree required

Minimum number of years and type of relevant work experience:
Required Qualifications:
* 5+ years professional communications, internal brand management, public relations experience or similar at the leadership level.
* Demonstrated commitment to fostering a diverse, multi-cultural environment.
* Excellent interpersonal, written and public speaking communication skills with a demonstrated ability to effectively communicate on behalf of executive leadership and the organization as a whole.
* Experience overseeing the development of communications strategy and/or messaging within a complex organization.
* Demonstrated leadership and management experience with a commitment to strong ethics and working collaboratively with diverse groups of people.
* Extensive knowledge of and experience in communications and marketing management principles and best practices.

Preferred Qualifications:
* Knowledge of information technology concepts, practices, products and services.
* IT communications experience in higher education or similar complex organization.
* Knowledge and experience in the use of modern communication mediums including social media, web and video.

Position Summary:
The mission of the University of Wisconsin-Madison's Division of Information Technology (DoIT) is to enable innovation, support scholarship, and to equip the university with high-quality, sustainable technologies and services. Employing approximately 700 people with an operating budget of over $100 million, DoIT has a large number of products and services to communicate to a variety of audiences. The Director of Communications works closely with the Chief Information Officer (CIO), divisional leadership and other campus communications directors.

The DoIT Communications Director reports to Lois Brooks, CIO and vice provost for information technology, and is a member of her executive team. DoIT Directors participate in cross-departmental activities such as the development of division policies, strategic plans and long and short-term goals. The communications director leads division-wide communications efforts and ensures that communications management is tied closely to the Division of Information Technology strategic planning and operational priorities. The director manages and directs internal, external, emergency and peer institution communication functions for the division.

Principal duties:
50% Provide communications leadership to CIO and DoIT planning and management activities.
* Develop and direct communications policies, strategic plans, and long and short-term goals and objectives that support the Division of Information Technology (DoIT) and the Office of the CIO.
* Collaborate with IT and communications leaders across UW-Madison to develop integrated communications strategies, supporting policies and procedures for UW-Madison faculty, staff, and students.
* Advise the CIO and divisional leadership team on communication strategies and issues.
* Advise the CIO and divisional leadership on stakeholder communication needs, priorities and preferences.
* Manage communications planning and implementation functions for the division.
* Measure the efficacy of communication strategies and campaigns

30% Lead the Communication department and effectively manage human, fiscal and capital resources.
* Direct, manage, mentor and coach department staff.
* Evaluate the Communication team's effectiveness and apply continuous improvement strategies.
* Align the Communication team's goals and strategies with DoIT's and the university's missions.
* Foster a culture of customer service.
* Develop and manage the department's annual budget and project budgets.
* Maintain liaison and consulting relationships with DoIT directors on special projects and ongoing communications management issues.

10% Lead public-facing IT communications efforts for the university.
* Supervise all aspects of DoIT's emergency communications, including service interruptions and changes.
* Represent CIO and DoIT in all communications discussions with UW's Office of the Vice Chancellor for University Relations (including University Communications and University Marketing), UW System, other UW institutions, and other regional and national higher education consortia.
* Serve on DoIT's Executive Team setting strategic and operational priorities for the Division.
* Maintain communications liaison and consulting relationship with DoIT partners and customers.

10% Other Duties
* Maintain professional competence through conferences, seminars, readings, and participation with counterparts at other institutions.
* Respond to IT data requests for national organizations such as Educause/ECAR.
* Participate on relevant committees, task forces and councils at the national, regional, system and university level.
* Demonstrate a commitment to diversity and DoIT's Mission, Vision and Guiding Principles.

**Additional Information:**
The candidate selected for this position will initially work remotely with an approved telecommuting agreement, which is reviewed and approved annually. Remote work requires successful candidates to possess their own high-speed internet and phone to perform the work on a University provided computer.

Please note that DoIT is not able to provide sponsorship for this position; successful applicants must be authorized to work in the United States without need of employer sponsorship, on or before the effective date of appointment.

A criminal background check will be conducted prior to hiring.

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Employee class: Limited Appointee
Department(s): DOIT/COMMUNICATIONS
Full time salary rate: Minimum $93,000 ANNUAL (12 months) Depending on Qualifications
Appointment percent: 100%
Anticipated begin date: February 8, 2021
Number of positions: 1

Department Contact:
Vickie Arneson
1210 W Dayton St
2118c Computer Sciences
Madison, WI 53706-1613
Phone: 608-262-1936
Phone TTY: 608-263-2473
Fax: N/A
Email: vickie.arneson@wisc.edu

HOW TO APPLY:
Click on the "Apply Online" button to start the application process.
You will be prompted to upload the following documents:
Resume (REQUIRED)
Cover letter (REQUIRED)
Qualifications Document (REQUIRED)
Please use the Qualifications Document to address each of the Required Qualifications for this position (listed above in the Minimum Years and Type of Relevant Work Experience section). For each Required Qualification, describe your relevant experience, using specific examples from your work history to illustrate how your experience satisfies the requirement.

To ensure consideration, application must be received by: January 20, 2021

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

NOTE: Unless confidentiality is requested in writing, information regarding the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

For more information on the University of Wisconsin-Madison Office of Human Resources please see http://www.ohr.wisc.edu/
For more information on the University of Wisconsin-Madison see our home page at http://www.wisc.edu/
For UW Madison Campus Safety Information see http://www.students.wisc.edu/safety/