Position: Job Title: Assistant Director, Analytics and Technology Solutions

Job Duties:

Principal Investigation (20%)
- Responsible for securing and managing sponsored projects.
- Participate in planning, directing and coordinating with the administration staff on preparations of sponsored project budgets.
- Commit sponsored project funds in accordance with the approved budget and within applicable guidelines.
- Oversee and approve schedules, priorities, and standards for achieving deliverables and ensure stakeholder expectation are met.
- Plan, organize, and direct decisions on software and computing equipment to serve the projects.
- Prepare project deliverable as required by sponsored agreements for submission to stakeholders and sponsors and resolve issues in a timely manner.
- Oversee the onboarding of new sponsors and direct the development of research software for Land Surveying companies.

IT Management (35%)
- Develop, implement, and evaluate policies and procedures and oversee compliance.
- Assist in the development and review of budget estimates using unrestricted funds and recommendations for information technology installations, operations, and equipment.
- Act on behalf of Director in their absence to approve committing Institute funds.
- Hire, train, supervise, provide guidance, and review IT staff and student employees.
- Oversee the management of IT project teams, IT support personnel, and personnel maintaining system configuration documentation, inventory of equipment, and operating supplies.
- Oversee the management of personnel performing complex troubleshooting, repairs, and upgrades on IT systems and sponsored project in cooperation with campus IT.
- Provide consultation support, training, and mentorship for researchers, professional research staff, and student researchers in the use of software applications and various information systems.
- Facilitate Agile processes to staff and student workers.
- Mentor IT staff, software development staff, and student workers to support the Institute’s needs including facilitating professional development and continuing education opportunities as appropriate.
- Oversee resolution to problems and improves the level of IT services provided.

Software Development Management (25%)
- Develop roadmap for software project management.
- Oversee development backlogs and delegate tasks to software development team members.
- Organize and facilitate meetings with stakeholders, development teams and product owners.
- Design, build, deploy, and release resources in Azure and AWS clouds.
- Plan, organize, and direct decisions on system design and technology for new custom in-house software.
- Oversee progress and provide feedback on the development of in-house software within the Institute.
- Oversee, monitor, and assist with implementation, maintenance, and testing of software and systems on local and cloud services.
- Establish software development guidelines and standard practices for the Institute.

Data Specialist (15%)
- Participate in planning, directing, and coordinating technical contributions to new publications in machine learning under NSF AI Institute funding.
- Develop, implement, and coordinate tools to store and process big data on the university’s HPC cluster. Assist researchers and graduate students on building data processing tools and data management plan.
- Optimize and automate common tasks existing tools and software to improve efficiency on data downloading, programming, and data processing.
- Provide consultation support, technical training, and assistance to researchers working with big data.
- Develop reports, analyses, surveys, and visualizations for stakeholder and sponsor requests.
Conduct, represent, and attend meetings.

Provide leadership for department along with and in absence of the Director.

Perform and handles special projects as assigned by the Director.

Maintain responsibility for mentorship of student employees working on extramural research projects; level of interaction with campus IT to develop solutions for Conrad Blucher Institute (CBI) IT needs; creating professional development plan for CATS employees; strategic planning; management of end-user support for all of CBI; creating and supporting team in developing integrated technology solutions across multiple CBI departments; managing all systems admin and software development across all of CBI; implementing Agile productivity and accountability frameworks with other department managers within CBI.

Utilize experience in IT and project management/principal investigation in software development within university or higher education environment using PHP7, Git, MySQL, and Windows server; Postgres/PostGIS, RHEL; DevOps tools (Docker, CI/CD), system administration tools (Ubuntu, Azure, Nginx, Apache web server, Ansible, Terraform), Kanban, RESTful, TailwindCSS, esri APIs, Perl; using data tools (SLURM, Python for data science, ETL), System Design, NodeJS, and Angular.

Requires Bachelor’s degree in Computer Science, or related field plus 5 years’ experience in job offered or 5 years’ experience in related occupation in software development within university or higher education environment using PHP7, Git, MySQL, and Windows server. Requires 4 years’ experience in Postgres/PostGIS, RHEL; DevOps tools (Docker, CI/CD), system administration tools (Ubuntu, Azure, Nginx, Apache web server, Ansible, Terraform), Kanban, RESTful, TailwindCSS, esri APIs, Perl; using data tools (SLURM, Python for data science, ETL), System Design, NodeJS, and Angular. Also requires 3 years of experience in IT and 2 years of project management/principal investigation within university or higher education environment. Requires Certified Scrum Master (CSM) certificate or Certified Product Owner (CPO) certificate. Experience may be gained concurrently. Employer will accept any suitable combination of education, training or experience. Employer will accept experience as Research Assistant/Graduate Assistant for experience in job offered or related occupation.

Position requires ability to multitask and work cooperatively with others. All positions are security sensitive. Applicants are subject to criminal history investigation, and employment is contingent upon the institution’s verification of credentials and/or other information required by the institution’s procedures, including the completion of the criminal history check.

Job location: Texas A&M University - Corpus Christi. Corpus Christi, TX. Rate of pay: $89,648.00 /year. Applicants apply online at https://tamus.wd1.myworkdayjobs.com/TAMUCC_External and refer to Posting R-063178, which must be shown on resume. Texas A&M University - Corpus Christi is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

THIS NOTICE IS BEING POSTED IN CONNECTION WITH THE FILING OF AN APPLICATION FOR PERMANENT ALIEN LABOR CERTIFICATION. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THE APPLICATION TO THE CERTIFYING OFFICER OF THE DEPARTMENT OF LABOR.

CERTIFYING OFFICER
U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
OFFICE OF FOREIGN LABOR CERTIFICATION
200 CONSTITUTION AVENUE, NW, ROOM N-5311
WASHINGTON, DC 20210

Dates Posted: From 7/21/2023 to 8/7/2023

Location Posted: Bulletin Board outside of HR door

Norma Lozano, Human Resources Coordinator