



DATE ISSUED: 10/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Integration Analyst I

JOB SUMMARY

Provides technical expertise required for advanced information technology systems. Maintaining a standard of excellence in the evaluation, design, integration and analysis of information technology systems supporting the mission of the University. Work is performed under the limited supervision of the Director and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Information Technology Services or Instructional Support Services

Supervises: May serve as a project team leader

PRIMARY DUTIES - May include, but not limited to the following:

Assists in planning and implementation of technology initiatives.
Supports systems and procedures for reporting of information resources and institutional data.
Assists with acquisitions management, technology budgeting and resource allocation.
Develops and evaluates systems specifications.
Provides analysis, development, integration and maintenance of information technology Internet infrastructure systems.
Assists and supports strategic planning for information resource management.
Assists in the development and implementation of major project timelines.
Provides consultation with administrative and academic departments on design, applications and implementation of new or re-designed systems.
Consults and assists other teams on projects and integration issues within Information Technology Services.
Assists in development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

May serve as a liaison between the university and regulatory and governmental agencies, regional operation companies, regulated service providers, vendors and telecommunications organizations.

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Technology and network systems certifications preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years job related work in computing and/or communications, education environment.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge

Working knowledge of office practices and methods
Basic business principles and business and industry-specific terminology
Business case analysis
Costing, budgeting, risk and financial analysis
Quality assurance concepts and procedures

Skills Required

Case tools and integrated development systems
Code libraries including third party libraries
Compilers and interpreters
Configuration management methods
Debuggers and editors
Documentation systems and knowledge database
Profilers and logical analyzers
Source code control
A Specific development tool such as (e.g., Visual C++, Jbuilder, Xtreme programming, Rapid Application Development- RAD, RUP (Rational Unified Process))
Test system utilization

Creation of forms and reports
Data flow and data structure modeling
Database concepts including tables, data types, instances, fields, connection strings, and records
Relational, hierarchical and object oriented database architectures and structure
Stored procedures

Highly Preferred

Methods for cost estimation and risk analysis
Modeling concepts
Prototyping procedures
Software life cycle activities
Techniques for requirements gathering

Ability to

Operate on independent judgment based on an understanding of organizational policies and activities.

Establish and maintain effective work relationships with students, faculty, staff, and the public.

Communicate effectively orally, by phone, in person, and in writing.

Represent the department and University in a friendly, courteous, and professional manner.

Operate a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.