



DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Academic Information Analyst

JOB SUMMARY

Provides planning, development, implementation, and operational support of academic information systems for Academic Affairs. Provides consultation to academic departments for computer data services. Works to ensure completion of academic information systems projects and integration with student and administrative systems. Maintains standard of excellence and proficiency in current computer systems data applications and retrieval process to support the mission of the University. Work is performed under minimal supervision 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: Associate Vice President for Institutional Research and Effectiveness

Supervises: No supervisory responsibilities

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

Provides support in strategic planning for information resource management.
Provides support in the development and implementation of major projects.
Provides ad hoc reporting for University administration, faculty, and staff.
Provides end user assistance in departmental ad hoc report writing.
Provides Systems Analyst support for the Degree Audit Report System.
Provides support in planning and implementation of student system technology initiatives.
Provides consultation with administrative and academic departments on design application and use of computer data services.
Consults and assists academic departments with student information system applications and integration issues.
Provides integration of institutional data with external agencies.

Maintains standard of excellence and proficiency in current computer systems data applications and retrieval process to support the mission of the University.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree with additional technology or network systems training.

EXPERIENCE

Five years job related work in computing and/or communications. Any equivalent combination of experience, education and training may substitute for these requirements.

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

Knowledge of current computing, networking and communication systems.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively - orally, by phone, in person, and in writing.

Ability to 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. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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. The employee may be required to travel.

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.