



**DATE ISSUED:** 10/10

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Systems Analyst

### **JOB SUMMARY**

Assists in programming, maintaining and implementing computer systems in accordance with established standards. Tracks quality assurance metrics. Works under direct supervision of a 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:* No supervisory responsibility

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

Provides analysis, development, and maintenance of information technology Internet infrastructure systems.

Develops and evaluates systems specifications.

Establishes and maintains procedures for preventative and remedial maintenance of systems.

Supports systems and procedures for reporting of information resources and institutional data.

Consults and assists other teams within Information Technology Services.

Assists with acquisitions management, technology budgeting and resource allocation.

Develops, tests and supports programs in a variety of platforms.

May be required to work a flexible schedule, including nights, weekends and holidays.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

## **EDUCATION**

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

## **EXPERIENCE**

Three 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  
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

Modeling concepts  
Prototyping procedures  
Software life cycle activities

Techniques for requirements gathering

Ability to

Complete complex technical projects, given detailed specifications.

Work effectively under the supervision of others.

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.

Use 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. May be required to sit for long periods of time. 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. Daily exposure to PCs and networks.

**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.*

Systems Analyst  
Date Issued: 10/10  
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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***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.***