JOB DESCRIPTION

TITLE

Application Analyst & Training Administrator

JOB SUMMARY

Application analyst researches and develops training programs. Recommends changes to current programs or ideas for future ones. Individual is generally responsible for preparing classroom curricula, demonstrations, presentations and developing online and/or mobile training programs. Coordinates on the job training and orientations. Creates and arranges training manuals and visual aids for workshops and seminars. Work is performed under the supervision of the Director of Procurement Services/HUB Coordinator 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 of Procurement Services/HUB Coordinator

Supervises: No supervisory responsibilities

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

- Evaluates the effectiveness of training programs, providing recommendations for improvement---what measures will be used.
- Collaborates with management team to develop testing and evaluation procedures – patches, upgrades, new software, etc.
- Interacts collaboratively with the management team to document efficient procurement processes.
- Promotes professionalism, a positive work environment, spirit of cooperation and support for coworkers.
- Maintains currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.
• Confers with management and conducts surveys to identify training needs based on projected processes, changes and other factors.
• Compiles and organizes training manuals, multimedia visual aids, and other educational materials.
• Plans, develops, and provides training and staff development programs.
• Serves as primary web spinner for all areas of Procurement Services.
• Coordinates with procurement staff for UPK desk reference creation and maintenance.
• Utilizes Blackboard software to disseminate on-line training for the campus.
• Develops calendar and material for Procurement Services monthly forums.

ADDITIONAL DUTIES

• Attends departmental meetings as necessary.
• Performs other duties as requested.

EDUCATION

Some college preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years of directly related job experience, preferably in a financial services in higher education, experience with designing, implementing and maintaining complex workflow processes.

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:

• Experience in analyzing, documenting, and modifying business requirements.
• Experience working in Higher Education and understanding Higher Education Trends.
• Ability to plan, develop, and provide training and staff development programs.
• Ability to communicate requirements, problems, issues, and solutions to technical and non-technical users.
• Experience with standard office software packages.
• Ability to learn and quickly adapt to new technologies, business processes, and procedures.
• Strong reasoning, analytical, and communication skills.
• Ability to establish effective and productive working relationships.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to use a personal computer and other office equipment, including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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.*
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, gender, sex, sexual orientation, 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.