JOB DESCRIPTION

TITLE

Senior Integration Analyst

JOB SUMMARY

The programming role of the senior integration analyst includes defining, developing, testing, analyzing, and maintaining new software applications in support of the achievement of the university’s business requirements. Other roles include consulting with users to identify current operating procedures and to clarify complex program objectives and providing direct planning, development and operational oversight for advanced Information technology systems and is responsible for ensuring the successful integration of both administrative and academic systems. Work is performed under 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 or Manager of division

Supervises: As assigned

ESSENTIAL 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.
- Provides lead support in development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
- Analyzes and assesses existing business systems and procedures.
- Assists in the definition, development, and documentation of software’s business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Assists in defining software development project plans, including scoping, scheduling, and implementation.
• Researches, identifies, analyzes, and fulfills requirements of all internal and external program users.
• Collaborates with developers, programmers, and designers in conceptualizing and development of new software programs and applications.
• Serves as a resource for the university and regulatory and governmental agencies, regional operation companies, regulated service providers, vendors and telecommunications organizations.
• 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. 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

Seven years job related work in computing and/or communications, education environment highly preferred.

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:
• Extensive relational database and operating systems experience.
• Excellent understanding of coding methods and best practices.
• Proficiency in a variety of programming languages.
• Prior experience interviewing end-users for insight on functionality, interface, problems, and/or usability issues.
• Building technology solutions that control costing, budgeting, risk and financial analysis.
• Quality assurance concepts and procedures.
Skills Required:
- Methods for cost estimation and risk analysis
- Prototyping procedures
- Requirements gathering
- 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
- Conflict Resolution
- Financial Analysis
- Leadership

Highly Preferred:
- Managing without Authority
- Mentoring
- Preparing and administering performance reviews
- Project management software tools (e.g., Microsoft Project)
- Risk analysis

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.
- Use a personal computer and other office equipment, including related 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.*

**Employee Signature:** ___________________________  **Date:** ___________

**Employee Printed Name:** ___________________________

*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.