



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 10/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Data Systems for My1CV

JOB SUMMARY

The Manager, Data Systems for My1CV will provide services related to Sedona including faculty support and training, system maintenance, and provision of reports. Sedona is a self-service web database application that allows members to maintain their teaching, research, service, experience, development, credentials, and assessment records. The system supports faculty periodic performance review and the scholarly profiles of faculty used by various units across campuses. Work is performed under general 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: Vice Provost Research, Research and Sponsored Programs

Supervises: No supervisory duties

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

- Maintains user support documentation.
- Provides first-tier support for system questions.
- Provides training and workshops.
- Adds and/or edits faculty data.
- Manages journal petitions.
- Audits the journals listing.
- Maintains conference and publisher lists.
- Updates existing templates and queries for web profiles.
- Adds and/ or edits data for faculty web profiles.
- Markets My1CV program and maintain a current and robust web presence.
- Runs reports by request.
- Builds Ad-Hoc templates and queries.

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- Communicates with the Sedona developer.
- Uploads SQL reports into Sedona.
- Maintains academic component leader and dean designations.
- Performs database back-up every month.

ADDITIONAL DUTIES

- Collaborates with the Executive Director of the Center for Research Design and Analysis to review requests for system wide changes.
- Collaborates with the Executive Vice Provost to assure timely curriculum edits.
- Collaborates with Academic Financial Services to provide faculty data updates.
- Collaborates with Academic Components to provide training to faculty as needed, run reports, maintain department committee lists.
- Performs other duties as requested.

EDUCATION

High School diploma required. Bachelor's degree preferred.

EXPERIENCE

One year experience with the Sedona platform is 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:

- Must have the ability to communicate effectively by phone, in writing, and in groups.
- Must be able to effectively manage the Sedona platform.
- Must be able to collaborate and communicate effectively with a number of stakeholder groups, including faculty and the technology department.
- Ability to 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,

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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.