



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 07/12  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Systems Engineer

### **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/or supervisor 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 and/or Supervisor

*Supervises:* No supervisory responsibilities

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

- Analyzes, develops, installs and maintains information technology infrastructure systems and sub systems.
- 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 the Office of Technology.
- Assists with acquisitions management, technology budgeting and resource allocation.
- Develops and evaluates systems specifications.
- 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. 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**

Three 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:

- Working knowledge of office practices and methods
- Basic business principles and business and industry-specific terminology
- Quality assurance concepts and procedures

### Skills Required:

- Computer Account management
- Configuration modification, backup, restore and location (e.g. registry, INI files)
- Directory, file structures and systems
- Installation of applications
- Operating system administration (e.g., monitoring, process control, threads, upgrades and patching)
- OS compatibility and interoperability
- Procedures for starting and stopping services
- Read and write permissions

### Highly Preferred:

- 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

**Abilities:**

- Ability to complete complex technical projects, given detailed specifications.
- Ability to work effectively under the supervision of others.
- 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 represent the department and University in a friendly, courteous, and professional manner.
- 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. May be required to work a flexible schedule, including nights, weekends and holidays.

***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. Daily exposure to PCs and networks.

***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.

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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.***