AUBURN
Human Resources

IT Vendor Software Asset Analyst

Job Description

JOB INFORMATION

Job Code	MA71
Job Description Title	IT Vendor Software Asset Analyst
Pay Grade	IT07
Range Minimum	$64,310
33rd %	$79,310
Range Midpoint	$86,820
67th %	$94,320
Range Maximum	$109,330
Exemption Status	Exempt
Approved Date:	11/24/2019 1:03:05 PM
Legacy Date Last Edited	1/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	It Asset Management

JOB SUMMARY

Under minimal supervision, the Vendor and Software Asset Management (SAM) Specialist assists with the management of software acquisition, maintenance renewals, life cycle planning, and costing and compliance. Conducts licensing audits, detects and resolves potential compliance issues relating to vendor contract requirements and information technology asset management (IT AM) policies and procedures. Coordinates with all university units to identify and correct asset anomalies and ensure compliance. Works with user groups to provide training, resolve questions, assess user needs, and recommend appropriate product selection. Collects, maintains and disseminates vendor performance data as it relates to data security, privacy, compliance, cash management, and accessibility. Ensures timely completion, integrity and daily availability of vendor performance data. Works through integration with multiple departments and divisions to provide services and resources needed to support the vendor vetting process.

RESPONSIBILITIES

- Assists with product licensing and responds to requests from end users, managers, developers, and team members for specific IT software asset management data information, including cost, license restrictions, distribution methodologies, and installation best practices.
- Collects, maintains and disseminates vendor performance data as outlined in the "Software & Information Technology Services Approval Policy".
- Creates, builds and releases software packages for testing and release purposes and provides installation support.
- Audits IT software asset management records for accuracy and discrepancies, ensures software license compliance is met following internal processes and procedures and makes efforts to remediate licenses operating outside entitlements.
- Works with multiple customers, including requestors and reviewers, to support the vendor vetting process.
- Builds and submits cost recovery reports on a monthly basis for chargebacks to appropriate units.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	and	3 years of	Experience in technology vendor and software asset management. Experience interpreting licensing terms and conditions. Relevant IT experience in IT support and analysis, preferably in a university setting.	Or
High School Diploma or GED		and	11 years of	Experience in technology vendor and software asset management. Experience interpreting licensing terms and conditions. Relevant IT experience in IT support and analysis, preferably in a university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understanding of the business environment of a large university including an in-depth understanding of University policies and procedures.	And
Knowledge of the IT industry, products and services.	And
Knowledge of contract management, negotiation, and asset management.	And
Knowledge and understanding of licensing compliance rules, retrieval, and experience in interpreting end-user license and product use agreements.	And
Excellent communication skills both written and verbal.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.