



# Lead- IT Vendor Software Asset Analyst

## J O B D E S C R I P T I O N

<b>JOB INFORMATION</b>	
<i>Job Title:</i>	Lead- IT Vendor Software Asset Analyst
<i>Auburn Title:</i>	Lead IT Vendor Software Asset Analyst
<i>Job Code:</i>	MA70
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT08:\$59,900 - \$107,800
<i>Organizational use restricted to the following divisions:</i>	
<b>JOB FAMILY AND FUNCTION</b>	
<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	Software Asset Management
<i>Family Description</i>	
<p>This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management &amp; operations.</p>	
<i>Function Description</i>	
<p>Responsible for all processes associated with the lifecycle of software license management currently under the management of the university vendor/software team and any future software assets to be added.</p>	
<b>JOB SUMMARY</b>	
<p>The Lead Analyst, IT Vendor/Software Assets provides analysis, reporting, support, and consultation with OIT leadership, campus IT leadership, and OIT software asset management team. This role encompasses all processes associated with the life-cycle of software license management currently under the management of the OIT Vendor /Software team and any future software assets to be added. This role includes maintaining an awareness and understanding of relevant software asset management industry trends, best practices and regulations, including their potential impact, and formulates appropriate methodologies and strategies that benefit the organization.</p>	
<b>KEY RESPONSIBILITIES</b>	
	<i>% TIME</i>
<ul style="list-style-type: none"> <li>Through self or others, translates technical software requirements into business terms and creates and maintains appropriate documentation of software transactions, entitlements, maintenance subscriptions, and other licensing information. Reviews contracts, works in online systems provided by vendors, and provides customer support. Works closely with the Procurement Office on contract evaluations and proposals.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Understands the strategic goals, technical requirements, deadlines, and budgetary limitations of the IT organization and works directly with software vendors to procure and/or license software packages and configurations that meet the needs of the organization.</li> </ul>	20%

<ul style="list-style-type: none"> <li>Leads and coordinates the efforts of the OIT Vendor/Software asset unit, including the supervision, development, and training of subordinate employees.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Develops and supports software license asset management methodologies.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Advises the CIO, Executive Director, and Director of Administration by providing financial details related to planned and active contracts.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Builds strong customer relationships and delivers customer-centric solutions.</li> </ul>	10%
<ul style="list-style-type: none"> <li>May serve as a lead within the team, coordinating the work of others and serving as the primary contact. Performs other related duties as assigned by the supervisor.</li> </ul>	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field is preferred.	And	6	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 Skills and Abilities		
Description	Proficiency	
Knowledge of large university operating requirements to include an in-depth understanding of University policies and procedures.	Advanced	And
Broad knowledge of the IT industry, products and services. Knowledge of concepts, practices, and procedures of vendor and asset management. Knowledge of contract management, negotiation and asset management.	Advanced	And
Knowledge of state and federal contract guidelines.	Advanced	And
Knowledge and understanding of licensing compliance rules, retrieval, and experience in interpreting end-user license and product use agreements.	Advanced	And
Excellent communication skills both written and verbal.	Advanced	

Minimum Technology		
Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications			
Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

*Approved* 11/10/2019  
*Date:*