



IT Vendor Software Asset Analyst

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

JOB INFORMATION	
<i>Job Title:</i>	IT Vendor Software Asset Analyst
<i>Auburn Title:</i>	IT Vendor Software Asset Analyst
<i>Job Code:</i>	MA71
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT07 \$55,300 - \$94,000
<i>Organizational use restricted to the following divisions:</i>	
JOB FAMILY AND FUNCTION	
<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 & 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>	
JOB SUMMARY	
<p>Under minimal supervision, the IT Vendor Software Asset Specialist assists with software acquisition, maintenance renewals, life cycle planning, costing and use 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. 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.</p>	
KEY RESPONSIBILITIES	
	<i>% TIME</i>
<ul style="list-style-type: none"> 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. 	25%
<ul style="list-style-type: none"> Collects, maintains and disseminates vendor performance data as outlined in the "Software & Information Technology Services Approval Policy". 	15%
<ul style="list-style-type: none"> Creates, builds and releases software packages for testing and release purposes and provides installation support. 	15%

• 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.	10%
• Works with multiple customers, including requestors and reviewers, to support the vendor vetting process.	10%
• Builds and submits cost recovery reports on a monthly basis for chargebacks to appropriate units.	15%
• Performs other related duties as assigned by supervisor and may include working with or supervising student employees.	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 preferred.	And	3	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/GED		And	11	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	
Understanding of the business environment of a large university including an in-depth understanding of University policies and procedures.	Intermediate	And
Knowledge of the IT industry, products and services.	Intermediate	And
Knowledge of contract management, negotiation, and asset management.	Intermediate	And
Knowledge and understanding of licensing compliance rules, retrieval, and experience in interpreting end-user license and product use agreements.	Intermediate	And
Excellent communication skills both written and verbal.	Intermediate	

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: