Staff Classification Description – Asset Management Coordinator I

Skill Category: Professional
Position (Employee) Class: 3N584 (E1)
Grade: 20
Date: 9/2014

Department: Office of Information Technology Services

Educational & Experience Requirement: Bachelor’s degree in computer science or related field with at least four years related experience or a combination of experience, training, and education that would produce the required knowledge and abilities. ITIL certification preferred but not required. A combination of education, experience, certifications, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides support for the university’s software and hardware assets. Helps plan, coordinate and design IT-related activities for the university as well as provide some administrative direction and support for daily applications support activities.

Supervision Given & Received: Works under general direction and may supervise staff and student workers.

Primary Responsibilities: Works with clients and IT management to provide software licensing, hardware, purchasing, and inventory review and oversight. Manages campus licensing evaluation, inventory, and audit for licensing compliance. Receives and responds to incoming communication regarding requests for licensed software and campus hardware. Oversees the development and maintenance of an inventory of all licensed software correlated to physical assets and specific users. Oversees the development and maintenance of an asset management system. Assists with the development of long-term strategies and plans for meeting future campus hardware and software needs. Supports development and implementation of new projects and installations. Collaborates with other areas of IT@Sam to maintain up-to-date knowledge of software contracts and supervises contract-based installations. Manages operations staffing, including recruitment, supervision, scheduling, development, and performance evaluation. Monitors and prepares payroll timesheets and exception reports for staff and student employees. Analyzes existing operations and makes recommendations for the improvement and growth of IT systems. Performs other related duties as assigned.

Other Specifications: This position requires a strong understanding of information processing principles and practices, in-depth technical knowledge of network and computer operating systems, proven project planning and management experience. Exceptional analytical, conceptual, and problem-solving abilities are necessary. Superior written and oral communication skills and leadership ability is needed. Must have ability to present ideas in user-friendly language and be able to effectively prioritize and execute tasks in a high-pressure environment. Position requires incumbent to be on call 24/7. Special procedures sometimes require extended hours. Some travel is required. Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.