

## **Coordinator, Software Licensing**

### **Job Code 00001124**

#### **General Description**

Responsible for coordinating software acquisitions across the university and other schools in the TSUS system, and also ensuring the university is in compliance with government regulations and vendor requirements pertaining to software applications.

#### **Example of Duties**

Survey campus computer users to determine software needs and quantities.

Coordinate with other TSUS institutions to determine which software may be purchased collaboratively.

Perform cost-benefit analyses and develop into system-wide license agreements.

Explore site license and quantity discount opportunities in order to make recommendations.

Review, understand, and administer different complex software contracts and license agreements.

Stay current on legal issues in the areas of software usage and distribution.

Track software updates.

Monitor software sales through a database, distribute request forms, fill requests, and educate users of various software programs.

Maintain software stock.

Maintain mechanisms for billing, charge-back, tracking, reporting, and distributing.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** various software products; software licensing agreements and contracts.

**Skill in:** preparing clear, concise, and up-to-date policy statements for distribution to computer users; interpersonal skills; applying software agreement and contract items.

**Ability to:** read and understand software agreements and contracts; negotiate with end user in obtaining appropriate software to meet their needs; maintain database of software licenses and update as needed; use various software programs; give clear and easy to understand information about software licensing issues.

#### **Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

#### **Other Requirements**