



**University of Houston-Downtown  
Job Description**

Job Title: Coordinator, Management Systems  
FLSA Category: Exempt  
Grade: 25  
Job Code: 2135

**DUTIES**

Job Summary: Researches, evaluates, implements, and provides support for desktop enterprise software application systems

- Duties and Responsibilities:
- Researches, evaluates, implements, and supports desktop and enterprise software applications
  - Develops and maintains web site and resident forms
  - Develops, maintains, and distributes training materials for software applications
  - Researches other automation methods to meet University needs
  - Supervises one systems support employee by assigning and monitoring work and providing training

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification Preferred - CFRE

**PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort Position requires moderate physical activity. Requires handling of average-weight objects up to 25 pounds, or standing and/or walking for long periods of time (more than 4 hours per day).

Physical Risk Work environment involves minimal exposure to physical risks.