



Job Title	Part-Time Database Administrator
PVN ID	VA-1508-000668
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Collaborative Programs/LINCT to Success
Status	Part Time
Hourly Rate	\$30.00-\$40.00
Hour(s) a Week	1.00-19.00
Closing Date	Oct 13, 2015 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges

and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy, service learning, early childhood professional development, workforce development and continuing education,

as well as programs such as College Now and LINCT to Success (nee "At Home in College").

CUNY also invests substantial human and financial resources in the service of public school students and out-of-school youth through its Collaborative Programs and school development work. The work CUNY does with the NYC public schools through the Office of Academic Affairs is known collectively as Collaborative Programs. These programs include College Now, CUNY's largest collaborative program which works with more than 400 NYC high schools and 18 CUNY colleges, the LINCT to Success program, and CUNY Preparatory Transitional High School program (CUNY Prep). Collaborative Programs is seeking a **Part Time Database Administrator** to support its team.

GENERAL DESCRIPTION:

Reporting to the Director of College Success Initiatives/LINCT to Success, the Database Administrator will serve as a general resource to LINCT to Success program staff. Responsibilities will include collecting, coding, inputting, building and organizing administrative data from a variety of sources. The Database Administrator will also construct and maintain program databases primarily in MS Access although some other data formats might be utilized. Interested candidates should have a flexible, collaborative attitude, understand

the fast-paced and highly changeable nature of educational programs, and be willing to learn.

Other Duties

- Construct and maintain program databases in Access, Excel, Apricot and other formats as required;
- Create customized and ad hoc reports in Access and Excel for general program management;
- Work closely with Central Office (CO) LINCT to Success and campus program staff to support all stages of data collection, cleaning, coding, and file conversion into formats that are useful for program management, as well as safe transmission of program data to CO;
- Provide training for CO LINCT to Success and campus program staff in using program tools and databases created in Access and Excel to analyze and run basic data reports;
- Work closely with REPS staff to support all stages of data collection, cleaning, coding, and file conversion into formats that are useful for program management, evaluation, and research;
- Provide input as to the design and protocols for all stages of data collection, transmission and storing, from collecting data at intake to storing data for longitudinal program evaluation;
- Maintain selected data sources and implement regular updates to ensure data quality;
- Assist with coordination and troubleshooting of database and software systems;
- Gather data from various data sources and compile into useable formats for analysis;
- Periodically perform checks for accuracy in program databases;

Qualifications

- Bachelor's degree preferred; candidates with Associate Degrees in Computer Science, Management Information Systems, or other related industry certifications are also encouraged to apply.
- Excellent communications skills both written and oral and an ability to translate technical issues for a non-technical audience.
- Experience matching data sets and manipulating large amounts of data from multiple sources.
- Detail-oriented and ability to keep accurate, well-organized records.
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.
- Programming skills should include:
 - Essential
 - Advanced proficiency with MS ACCESS and EXCEL.
 - A strong background in relational database design with knowledge of relational programming models and the ability to program in VB/VBA, SQL.
 - Knowledge of Data warehouse best practices.
 - Knowledge of networking environment and network file-sharing required, and familiarity with Web & client server database (MS SQL Server, Oracle).
 - Desirable
 - Familiarity with statistical software (SPSS syntax, STATA, and/or SAS) to analyze and manipulate large data sets with complex structures.
 - Development skills (particularly Javascript, PHP, C# and Java).
 - Web architecture.

This is a one-year position with the potential for permanent employment.

SALARY: 19 hrs/week; \$30-\$40 per hour

TO APPLY: Send cover letter and resume to:

Theresa Yuan

Director of College Success Initiatives

Theresa.yuan@cuny.edu