Job Title	Database Administrator II
PVN ID	VA-2502-006719
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department	OAREDA
Status	Full Time
Annual Salary	$90,000.00 - $97,500.00
Hour(s) a Week	35
Closing Date	Apr 21, 2025 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 450,000 students in degree, certificate, and continuing education programs at 25 colleges and institutions in New York City. The Office of Applied Research, Evaluation, and Data Analytics (OAREDA), a unified research and data unit within CUNY's Office of Academic Affairs (OAA), consists of a dynamic group of data analysts, program support specialists, application developers, and data managers that provide data for decision support to University leadership, the CUNY community, and external constituents. OAREDA's main data and research functions are organized into five main areas – Data Management and Analytics; Evaluation and Program Support (REPS); Data Infrastructure, Architecture, and Strategy, Institutional Research (IR); and Policy Research – that have distinct but intersecting responsibilities that contribute to the overall work of the office.

OAREDA's Evaluation and Data Management & Analytics teams provide direct and indirect data, reporting, and research supports to a multitude of special student programs administered both within and beyond CUNY OAA. At any given time, more than 30 such programs partner with these two OAREDA teams. Historically, these programs have collected and reported on data using disparate and loosely connected systems. In an effort to overhaul data management practices for the expansive set of special programs OAREDA supports, OAREDA has commenced a landmark project to construct a Central Program Database (CPD): an enterprise system and resource to provide for operational supports, student tracking, monitoring, and evaluation that serves to uplift every program while consolidating program insights in a way that facilitates higher level assessment and strategic planning across our system.

Under the supervision of the Database Manager, the Database Administrator II will work cross-functionally with REPS staff to provide critical support for timely and accurate data collection, database optimization, and advanced analytical tasks. This position will play a pivotal role in supporting the development of the Central Program Database (CPD), which aims to centralize and standardize data collection on program participation, dosage, and outcomes to enable comprehensive impact studies for a variety of programs. Additionally, the Database Administrator II will build back-end database tables and develop ETL (Extract, Transform, Load) processes to automate data connections between CPD and other data sources.

Other Duties

- Develop project plans for future database and technology needs, prioritizing the elimination of redundant shadow systems and consolidating data into the CPD for standardized operations.
- Map out the conceptual design for new database features to meet CPD requirements; design data flow diagrams and data models using SQL Developer Data Modeler.
- Create and optimize database tables, build robust ETL processes, and develop automation pipelines to ensure secure and efficient data integration across diverse systems and platforms.
- Collaborate with cross-functional teams to design database solutions that improve data quality and reduce inconsistencies.
- Ensure that all database solutions adhere to CUNY's data security, integrity, and accessibility standards.
- Serve as the project manager for CPD-related tasks, providing guidance to developers and ensuring timely delivery of database functionalities.
- Work closely with the OAREDA staff and external stakeholders to manage all stages of data collection, cleaning, coding, and file conversion for evaluation and research purposes.
- Periodically audit program databases for accuracy and compliance with established protocols.
- Maintain and manage updates to CPD data sources, ensuring ongoing data integrity.
- Develop and maintain Standard Operating Procedures (SOPs) for database operations, ensuring accuracy, consistency, and relevancy.
- Document procedures and calculations used to measure program outcomes and support impact studies.
- Provide technical support and operational assistance to users, troubleshooting database and application-related issues.
- Collaborate with IT teams to resolve technical challenges and implement upgrades as needed.
- Perform other duties as assigned to support the success of CPD and related initiatives.

Qualifications

Required:

- Bachelor's degree in Computer Science or a related field. Relevant professional experience in a directly related field may substitute for the requirement of a Bachelor's degree in a technology-related field.
- Minimum 3 years of experience in data management with a strong background in relational database design and SQL databases (e.g., Oracle, Microsoft SQL Server).
- Proven experience building ETL pipelines and automating data workflows.
- Strong understanding of relational data structures, theories, principles, and practices.

Preferred:

- Experience with data warehousing, dimensional design/modeling, and ETL architectures.
- Advanced proficiency in SQL, PL/SQL, and at least one other programming language (e.g., Python or Java), essential for developing ETL pipelines and integrating complex data workflows.
- Experience working with large datasets from multiple sources and matching/manipulating data.
- Familiarity with data visualization tools like Tableau to design dynamic dashboards and support in-depth reporting and analysis for decision-making.
- Exceptional project management, documentation, and organizational skills.

- Ability to explain technical concepts to non-technical audiences.
- A deep understanding of Oracle, PeopleSoft, and modern data integration technologies.