Job Title	Database Administrator I
PVN ID	VA-1804-002457
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Data Management & Analytics (D
Status	Full Time
Annual Salary	$55,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Jun 18, 2018 (Or Until Filled)

General Description

BACKGROUND

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in 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 (SUD) oversees a wide range of programs and initiatives across the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the university and the New York City public schools, such as CUNY's Early College Initiative and College Now; additionally, the unit manages the CUNY Language Immersion Program, CUNY Start, and the Accelerated Study in Associates Program (ASAP).

The Office of Data Management & Analytics (DM&A) is situated within SUD, under the University Dean for Strategic Initiatives. Led by the Senior Director for Data Management & Analytics, DM&A works closely with the Office of Research, Evaluation & Program Support (REPS) to support social science research about SUD programs, as well as external projects and initiatives. DM&A is responsible for the design and development of systems to manage data, analytics, data integration, data governance across programs, and for translating program practices and management needs into complex data solutions.

GENERAL DESCRIPTION

Database Administrator I

Under the supervision of DM&A's Database Manager, the Database Administrator I will work cross-functionally with SUD staff to provide critical support for timely and accurate data collection and analysis. The person in this role will be in charge of implementing data models, database designs, database maintenance, storing, organizing, presenting, using, and analyzing data with database management software. Responsibilities will include building and organizing administrative data from a variety of sources and setting up new databases or integrating data from legacy systems to new systems and maintains policies and procedures for ensuring the

security and integrity of the SUD program database.

In addition to the above, the Database Administrator I will regularly perform routine tests and modifications to ensure that the data systems are performing and running correctly. If a problem occurs, the Database Administrator I will troubleshoot the systems.

Other Duties

Planning/Design

- Map out the conceptual design for new database features; design data flow diagrams and data models in SQL Developer Data Modeler;
- Develop and design new functionality for the SUD program database applications to meet program and administrative needs;
- Create and administer database objects (tables, forms, queries/views, reports, and functions, etc.) from design to deployment and utilize subject matter expertise to design or re-use, configure, and implement database solutions/processes that maximize system availability efficiently and effectively, and to preserve data integrity, recoverability, and supportability.

Management

- Serve as one of the leads on all tasks related to the database and implementation of technology tools, provide guidance and feedback to Application Developer on the design and execution of new features;
- Work closely with SUD program staff to support all stages of data collection, cleaning, coding, and file conversion into formats that are useful for program management, evaluation, and research;
- Periodically perform checks for accuracy in program databases;
- Maintain selected data sources and implement regular updates to ensure data quality.

Documentation

- Create and maintain Standard Operating Procedures (SOPs) to ensure accuracy, consistency, and relevancy of all information stored across the SUD databases;
- Document procedures and calculations used to describe program outcomes.

Other tasks

- Provide technical and operational assistance to users, troubleshoot and resolve application and database related problems;
- Work with IT to solve technical problems;
- Perform other duties as assigned.

Qualifications

Required:

- Bachelor's degree in Computer Science or related field required;

- Minimum 2 years' experience working in data management, with a strong background in relational database design with knowledge of SQL Databases (Microsoft Access, Oracle database, Microsoft SQL Server);
- Strong understanding of relational data structures, theories, principles, and practices;
- Must have a strong background working with Oracle, SQL, and PL/SQL;

Preferred:

- Knowledge of data warehousing, dimensional design/modeling and ETL architectures;
- The ability to write complex SQL queries, stored procedures, triggers and views and program in PL-SQL,VB/VBA and at least one other programming language (such as Python or Java);
- Advanced proficiency with MS ACCESS and EXCEL;
- Experience matching data sets and manipulating large amounts of data from multiple sources;
- Able to prioritize a heavy workload with minimum supervision;
- Superior project management and documentation skills;
- Exhibits great attention to detail;
- Capable of translating technical issues for a non-technical audience;
- Excellent organizational skills with the ability to handle multiple tasks at once.
- Detail-oriented and able to keep accurate, well-organized records;
- A good understanding of the current data technology environment (particularly, but not confined to Oracle, Microsoft, etc.).

SALARY: $ 55,000.00 – 65,000.00; commensurate with experience.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

All applications must include a cover letter and CV/Resume.