

# NOTICE OF VACANCY



July 13, 2021

## **Database Administrator**

**SALARY:** \$72,000-\$76,000

**BENEFITS:** Excellent fringe package includes pension plans and life, health, dental and vision insurance.

### **JOB PURPOSE:**

The Database Administrator will provide on-going support and maintenance for enterprise systems and databases. Provide administration, implementation, deployment, development, security, and maintenance for databases and middle tier applications, supporting our Jenzabar EX system, while coordinating with various user groups to achieve operational goals.

### **RESPONSIBILITIES:**

- Provide data mining and integrity resources for institutional research.
- Ensure optimal performance of Jenzabar applications, proper security, integrity, and recovery of the data.
- Troubleshoot, diagnose, and resolve database or middle tier related issues for the administrative software systems, create technical and non-technical documentation.
- Provide technical support for in-house end users.
- Coordinate technical support with ERP provider.
- Assist users to create and run scripts and perform other required requests.
- Responsible for applying upgrades and patches to our Jenzabar EX ERP.
- Coordinate with vendors and staff on database backup and recovery strategies.
- Monitor and provide support for setup, implementation, monitoring, tuning and maintenance of databases and associated middle tier applications that support mission-critical resources.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

#### **Required Qualifications:**

- Associate's Degree in Computer Science or related field or equivalent combination of education and experience.
- Experience with SQL programming and SQL Management Studio.
- Knowledge of Microsoft SQL.
- Knowledge of relational database management systems.
- Knowledge of the theory, principles and practices of relational database design and administration.
- Ability to communicate effectively, verbally and in writing.

#### **Preferred Qualifications:**

- Bachelor's Degree in Computer Science or related field.
- Experience with Jenzabar EX.
- Experience in a Higher Education environment.

### **TO APPLY:**

Submit letter of application, completed university application form, resume, copies of college transcripts, and three references to: [hr@usao.edu](mailto:hr@usao.edu). Application review will begin **August 2021**, and will continue until position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a semester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.

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