

SQL DATABASE ADMINISTRATOR

EAST ARKANSAS COMMUNITY COLLEGE

East Arkansas Community College is accepting applications for the position of SQL Database Administrator in Forrest City, Arkansas.

POSITION SUMMARY

The Database Administrator is responsible for implementing and maintaining database systems and monitoring and resolving internal database problems using hierarchical or relational database management techniques.

TYPICAL FUNCTIONS

Monitors and maintains data processing needs, identifies user problems, and proposes solutions. Implements and maintains database tables, queries, and reports which meet customer requirements. Performs analysis and diagnostics to isolate the source of network, hardware, and/or software malfunctions. Assists with maintenance, repair, and upgrade of computer systems with users and other organizational personnel. Participates in group meetings to analyze and identify business requirements and processes and comprehends business definitions of data. Implements physical databases based on logical models applying knowledge of database design standards and database management systems. Analyzes user's current information flow requirements and determines feasibility of design approach for diverse and large-scale application systems. Maintains database backups and schedules. Performs other duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of various computer systems. Knowledge of design of relational database systems. Knowledge of technology and user applications. Knowledge of data structures and logic. Ability to assist staff with various problem definitions and solutions. Ability to design database schema and normalization. Ability to communicate, both orally and in writing. Proficiency in Microsoft SQL 2016 and higher. Experience with Jenzabar EX (ERP) & related reporting software is preferred. Ability to work with Microsoft Excel and other components of Microsoft Office software is expected.

MINIMUM QUALIFICATIONS

The formal education equivalent of a bachelor's degree in information technology, computer science, or a related field is required; plus three years of experience in higher education database operations preferred. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.