



Notice of Vacancy

January 6, 2021

Database Administrator

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.

Essential Duties and 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.

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: Send completed USAO application (<https://usao.edu/about/personnel.html>), letter of application, resume, copies of transcripts to: pbrashears@usao.edu. Letters of reference may be requested. Application review begins immediately and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018

Phone: 405-574-1333

Fax: 405-574-1220