Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Database Specialist
POSITION NO.	502458
LOCATION	Primarily Warwick Campus
REPORTS TO	Manager Database & Applications
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 25 hours per week. Day, evening, and weekend coverage may be required
LIMITATION (if applicable)	N/A
REVISION DATE	March 2025

JOB SUMMARY:

The Database Administrator is responsible for supporting the maintenance, performance, and security of institutional databases, with a strong emphasis on Ellucian Banner ERP, Operational Data Store (ODS) support, and database upgrades. This position provides technical expertise in database administration, upgrades, performance tuning, and backup/recovery strategies while assisting the Lead Database/Applications Administrator in ensuring the stability and integrity of enterprise databases

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Technical Knowledge/Expertise:
- Assist in managing and overseeing the health and maintenance of databases and related applications within the organization
- Ensure the integrity, security, and availability of databases and applications through proactive monitoring and maintenance activities
- Participate in database and application upgrades, ensuring minimal disruption to operations and user experience
- Provide technical expertise and support for troubleshooting database and application issues, ensuring timely resolution
- Assist with maintaining documentation for database configurations, processes, and procedures
- Flexibility to work overnights and weekends for IT maintenance as needed. The ability to respond to overnight emergencies is required
- Stay current with industry trends and best practices in database management

Teamwork/Collaboration Skills:
- Work collaboratively and constructively with other IT professionals within the College to advance departmental, area, divisional, and college goals
- Collaborate with cross-functional teams to support release management processes for database and application updates

Department Support:
- Respond to technical emergencies outside of normal working hours as needed
- Perform other duties as assigned

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:
- Bachelor's or Associate's degree in Computer Science, Information Technology, Information Systems, or related field
- Minimum of 1-3 years of experience in database administration
- Proficiency in Ellucian Banner ERP or related databases and software applications
- Strong programming skills and coding proficiency (i.e. SQL)
- Experience with release management and database upgrades
- Excellent problem-solving and communication skills
- Ability to work effectively in a team environment and independently

PREFERRED QUALIFICATIONS:
- Professional certifications such as Oracle Certified Professional (OCP), Microsoft Certified: Azure Database Administrator Associate, or similar
- Experience with ERP (i.e., Banner, Workday)
- Familiarity with cloud-based database and application platforms (i.e., Azure SQL, Oracle Cloud)
- Experience with database performance tuning, backup/recovery strategies, and high availability solutions

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.