

Auburn University at Montgomery is currently seeking candidates for the position of Database Manager.

### **Job Duties**

- \* Manage numerous databases.
- \* Develop and manage web-based computer application systems/databases. The maintenance of these sites include the testing phase. Serve as a primary liaison with ITS in the development, implementation, and maintenance of web-based systems/databases.
- \* Develop new computer procedures, including design and maintenance of databases (generate new ideas for new systems); run computerized procedures to gather, analyze, and present data for completion of routine reports (internal and external); and complete special computerized reports.
- \* Manage data and reporting (internal and external); ensuring data integrity.
- \* Automate reporting processes.
- \* Maintain departmental web page that includes historical data.
- \* Determine hardware/software requirements; recommend new software packages; provide cost vs. benefit analysis, etc.

### **Knowledge, Skills, and Abilities**

- \* Knowledge of database systems and maintenance.
- \* Knowledge of advanced computer applications.
- \* Knowledge of applicable institutional policies and procedures.
- \* Knowledge of instructional computer applications.
- \* Skill in operating common software as well as advanced research-related software.
- \* Ability to develop new computer procedures, including the design and maintenance of databases.
- \* Ability to use computerized procedures to gather, analyze, and present data for completion of reports.
- \* Ability to maintain departmental web page.
- \* Ability to diagnose inconsistencies; focusing on the valid and reliable data.
- \* Ability to manage database systems.
- \* Ability to diagnose software or hardware problems.
- \* Ability to train and assist users.
- \* Ability to resolve problems associated with data integrity.

### **Minimum Qualifications**

Bachelor's degree in computer science or related area and two years of related work experience. Experience with Microsoft Access, SQL, ASP.NET, and HTML required. Also, must be familiar with SCT BANNER and MSSQL server, and must have Oracle experience. One year of experience working with higher education student systems/databases preferred.

### **Application Details**

Applications are accepted electronically at [www.jobs.aum.edu](http://www.jobs.aum.edu), vacancy number 0600375.