

# HILBERTCOLLEGE

## OPEN POSITION ANNOUNCEMENT

September 25, 2019

**JOB TITLE:** Senior Database Administrator & Application Developer

**REPORTS TO:** Provost and Vice President for Academic Affairs (temporarily)

**DEPARTMENT:** Information Services

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**Job Summary:** Install and manage database management systems. Assist with report design and development, support of administrative modules and end-users. Develop and monitor effective operation of database maintenance plans. Optimize database performance through regular monitoring and tuning. Provide maximum availability. Create backup procedures and automation. Periodically test recovery methods and procedures to ensure disaster recovery plans. Oversee and maintain all user and data security. Work with developers and network administrators for the proper use of database systems and integration with applications and systems. Develop high quality reusable reports within the Administrative System (PowerCampus) or accompanying Reporting (Argos) and Microsoft based tools on schedule. Develop integrations between PowerCampus and on premise and where possible cloud systems. Provide technical support to end-users for highly active user base. Analyze identified needs and work with the IT staff, assisting in the design and development of applications and reporting. Assist with the reporting needs of departments and administrative offices by providing end-user reporting tools and applications in support of decision-making. Diagnose and resolve user problems quickly and efficiently. Train end-users on the use of applications or reporting systems developed.

**Requirements/Qualifications:** Proficient in SQL, creation of SQL views and stored procedures. Proficient with PowerCampus, Argos Management, scheduling, event triggers, and application development preferred. Proficient with SQL Server management (preferably 2012 and later). Proficient with MS Access and Microsoft Office. Excellent written and oral communication skills. Able to pay close attention to detail. Strong analytical and problem-solving skills. Good project management and prioritization. Customer service orientation. Good interpersonal skills, Bachelor's degree in Computer Science, MIS, or related field is preferred with a minimum of four years of related experience.

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Interested candidates should submit a cover letter, resume and contact information for three professional references to:

Maura A. Flynn  
Director of Human Resources  
[jobs@hilbert.edu](mailto:jobs@hilbert.edu)

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