

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Advancement Database Analyst  
Code: 19291  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Operations/External Relations  
Reports To: Director, Data Administration and Strategic Analytics

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## *Summary*

- Function: Under moderate supervision manage the development, utilization, and maintenance of the Advancement database and online systems and applications, including data and system security in accordance with hardware and software requirements and the objectives of UTSA users/clients.
  
- Scope: Responsible for critical database processes that affect university wide deployments, creating, testing, administering, and report generation of database related procedures and correspondence. Responsible for critical database driven online systems and processes that affect web presence, uptime, and transactional functionalities.

## *Duties*

- Typical:
  1. Support departmental operations in a high-throughput production environment by proactively observing the performance, optimization, integrity of database policies and procedures.
  2. Works with technical lead in advising management on matters pertaining to university databases and technologies to support the university's faculty, staff, and students. Confers with and advises users of different applications and tools.
  3. Architects, manages, tests, and provides support to multiple enterprise wide database systems and applications.
  4. Design, create, implement, and maintain highly available enterprise database reports, functions and processes.
  5. Work as a member of the Advancement Enterprise team to assist in providing maximum availability and support of information technology systems.
  6. Works to complete database projects in a timely manner.
  7. Conducts routine audits of enterprise databases and systems to ensure compliance with established standards, policies, and configuration guidelines.
  8. Create and maintain documentation pertaining to the university database

<p>environment.</p> <p>9. Assist in the development, validation, and production of various analytical reports pertaining to university advancement, development, communications and prospect research.</p> <p>10. Assist in the development of advanced queries and exports needed for the production of critical segmented communications and external relations datasets.</p> <p>• <u>Periodic:</u></p> <p>1. Other duties as assigned.</p>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from accredited institution or university.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Proficiency with SQL database processes and design, MS Access, Excel and HTML.	N/A
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience working or administering enterprise level databases. Six months working with Raiser's Edge can substitute for one year experience.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Work performed in an office or data processing environment. Duties require computer work and meticulous accuracy.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision received from the Enterprise Database Administrator and Director.	N/A

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.