The University of Texas at San Antonio

Job Description

Job Title:	Advancement Database Specialist
Code:	19292
Salary Grade:	61
FLSA Status:	Exempt
Department/Division:	Operations/External Relations
Reports To:	Director, Data Administration and Strategic Analytics

Summary

- Function: Under limited 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.

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 enterprise wide database systems and applications.
4. Design, create, implement, and maintain highly available enterprise database reports, functions and processes.
5. Assists in the monitoring of university systems and appropriate measures/actions taken to ensure the integrity of the databases to include standard operations.
6. Work as a member of the Advancement Enterprise team to assist in providing maximum availability and support of information technology systems.
7. Works to complete database projects in a timely manner.
8. Conducts routine audits of enterprise databases and systems to ensure compliance with established standards, policies, and configuration guidelines.
9. Create and maintain documentation pertaining to the university database

environment.
10. Assist in the development, validation, and production of various analytical reports pertaining to university advancement, development, communications and prospect research.
11. Responsible for the development of advanced queries and exports needed for the production of critical segmented communications and external relations datasets.

- Periodic:
    1. Other duties as assigned.

Education

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

Other Requirements

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

Experience

Required	Preferred
Three years of experience working or administering enterprise level databases, to include data administration or design of enterprise databases systems and applications.	N/A

Equipment

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

Working Conditions

Usual	Special
Normal office and data processing environment. Duties require computer work and meticulous accuracy.	N/A

Supervision

Received	Given
Direct supervision received from the Enterprise Database Administrator or 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.