DATABASE ADMINISTRATOR, SYSTEMS ANALYST (FULL-TIME, 12 MONTHS)
INFORMATION SYSTEMS
HIRING RANGE: $69,158 TO $73,226

FUNCTION:
Reporting to the Chief Information Officer, provides data warehouse management and administration, systems analysis, design and development, database management and administration, data analysis, visualization and business intelligence reporting, and data and system security in support of the administrative, academic and institutional reporting and computing needs of the university.

RESPONSIBILITIES AND RELATED DUTIES:
1. Systems and data analysis, application development and project management
   a. Provide systems analysis services to define database architecture in support of the reporting requirements, system to system data integration and new application implementations of the university.
   b. Analyze, design, develop, test, implement and support new applications.
   c. Review the design of any new database application implemented by the university.
   d. Identify and evaluate Information Technologies industry trends and recommend technology strategies to meet the goals and objectives of the university.
   e. Effectively manage and prioritize Data Warehouse, SQL Server and application development projects.
   f. Design and support end-user training and documentation in support of managed applications, data warehouse and database environments and systems.

2. SQL Server environment and database administration
   a. Install, manage and administer multiple SQL Server instances and environments in support of all university business, web and data warehouse applications, including maintenance, patch updates and upgrades and migrations.
   b. Perform regular database consistency analysis, diagnose and repair problems and do regular performance monitoring, maintenance and tuning of databases and SQL Server environments.
   c. Design data models for efficient data access, reporting, security, and data validation as part of any application development or 3rd party implementation projects.
   d. Develop and optimize advanced SQL queries and stored procedures in support of application, reporting and data warehouse development and maintenance.
   e. Implement and maintain database security and ensure database integrity
   f. Design and implement database backup and recovery strategies and security policies.
   g. Participate in off hours maintenance windows to accomplish upgrades, updates and problem resolution.

3. Data warehouse development, support, maintenance and administration
   a. Provide database design services for the university data warehouse to include data elements from the university ERP system (Ellucian Colleague) and institutional data compiled from surveys and third party sources and other locally hosted or cloud-based systems or services.
   b. Insure all data warehouse hardware and software systems are maintained, patched, and updated.
   c. Design, manage and update ETL code, processes and procedures in support of the data warehouse environment.
   d. Coordinate all new data elements and definitions as well as any changes to those elements across the university.
   e. Provide cubes, user views, Tableau data visualizations, and data security needed to support the reporting requirements of the university.
   f. Monitor, troubleshoot and ensure the completion of all data warehouse related jobs and processes per established schedules.
4. Support for Institutional Research
   a. Perform as a member of the Institutional Research Committee.
   b. Advise committee members of the institutional data currently available in the data warehouse.
   c. Support the reporting duties associated with Academic Affairs and the director of Institutional Research and the Office of Institutional Effectiveness.
   d. Responsible for providing HR, Admissions, Financial Aid, the Registrar’s Office and Academic Affairs with information necessary for the submission of federal reporting (IPEDS), the Common Data Set, Tenth Day reports and special projects as assigned by the director of Institutional Research.
   e. Responsible for the longitudinal data that was used to generate all on and off campus reporting through the data warehouse.

QUALIFICATIONS, SKILLS AND ABILITIES:

- Bachelor’s degree in computer science, management information systems or related field required.
- A minimum of five years of applicable experience in systems analysis and design, software engineering, and in-depth knowledge and experience in database management in general and in the management, administration and design of Microsoft SQL Server 2008/2012 or later database and environments in particular required, which may be considered in lieu of specified academic degree.
- Expertise in information systems, systems management, database administration, statistical analysis, software development, data analysis and related fields required.
- Data warehouse design, development and administration and ETL development and maintenance preferred.
- UniData (or similar database management system utilizing a multi-value data model) experience preferred.
- Experience utilizing the Microsoft .Net development environment, with familiarity of Visual Basic and C# software development languages preferred.
- Experienced using various data reporting, business intelligence, data analytics and visualization tools and techniques (Tableau preferred).
- Microsoft SQL 2005 or greater certifications preferred.
- Experience with SSIS and SSAS preferred.
- Experience with clustering and snapshot replication, data migration, user and security administration preferred.
- Experience with Transact-SQL desired.
- Ability to manage multiple projects, tasks and activities, establish priorities and provide appropriate feedback and status project updates.
- Demonstrated ability to function effectively as a member of a team.
- Demonstrated ability to work and communicate effectively as a colleague with university administrators, staff, faculty and students.
- The ability to establish and maintain positive working relationships with faculty, staff and students.
- Ability to work with confidential information.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- An active commitment to equal opportunity for all persons.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.