

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Assistant Database Administrator/Oracle

DEPARTMENT: Information Technology Systems – Information Systems

APPOINTMENT TYPE: 12 Month, Term, Pay Grade IV

PRIMARY FUNCTION: Provides database management support for the University's UNIX (Sun Solaris) and Microsoft Windows based applications including database design, installation, maintenance, security, backup, and recovery; manages interactions between distributed databases; and serves as liaison to vendors.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides support for Oracle DBMS; maintains and supports both production and development of Oracle database environments; designs, installs, maintains, and tunes the institutional database and information security environments and related tools; works with other database administrator (DBA) staff, campus system administrators, and software vendors to support campus Oracle implementations; works with the Database Administrator to develop standards that will be used by developers and works with other systems staff to ensure that all processes designed and scheduled for implementation are consistent with the standards set forth; and provides backup support for all Oracle DBA functions in the absence of the DBA.
2. Provides technical support and assistance to development staff; consults with developers in the early stages of development so that their designs and code make the best use of the University's data and resources; supports all development efforts using the Oracle database management system (DBMS) by using DDL to define database structures and assists developers in their use of DML and SQL; and assists in the analysis, design, and integration of legacy and distributed systems with central Oracle based applications.
3. Provides support for SQL server DBMS; works with DBA staff, campus system administrators, and software vendors to support campus SQL server implementations; support responsibilities include setting up and maintaining backup and recovery procedures as well as routine maintenance; and assists applications administrators with upgrading their databases when application software is upgraded.
4. Administers and maintains database security; works with the end user community to define the security requirements for the databases that are administered; and implements security so that only those individuals authorized by the data owner can access the appropriate data.

GENERAL INFORMATION: Bachelor's degree in computer science or related field, plus at least two years of application development experience using a relational database required. Application development experience in a UNIX environment; and experience with business application development, including designing/administering a relational database with ORACLE on Solaris preferred. An understanding of data security, integrity and consistency; familiarity with backup, recovery, database utilities, tuning and performance monitoring; knowledge of database market and technology trends; experience designing relational data structures; and excellent communication and customer relations skills are also preferred. Student experience will be considered. Criminal and other relevant background checks required.

APPLICATION PROCESS: Application materials received by November 17, 2009 will be given first consideration. Additional information provided upon request; (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Assistant Database Administrator/Oracle Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: www.uni.edu UNI is a smoke-free campus.

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.