



**Position Title: Assistant Campus Database Administrator**

Last Updated: December 2019

Reports To: Campus Database Administrator

Status: Permanent Full-time  
Non-Exempt-Hourly

Schedule: Calendar year: 40 hours per week  
Actual hours will be assigned per the needs of the department  
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility  
Tuition Remission Eligible-No

**Summary Description:**

The Assistant Campus Database Administrator will assist the Campus Database Administrator to provide overall campus leadership, guidance, and vision for all databases on campus, empowering all offices to understand and use the data to become more productive and efficient. This position will work closely with administrative department heads and end users and will also provide assistance for all data-related campus projects.

**Essential Functions:**

- Provides ongoing oversight to all database projects, including promoting, planning, and delivering user training
- Provides ongoing database-related professional development opportunities for Technology department staff
- Makes recommendations for the purchasing and implementation of database upgrades and improvements.
- Introduces any new database enhancements on campus in collaboration with the Campus Database Administrator
- Provides database technology project oversight, inclusive of implementation and execution
- Utilizes “help desk” system/procedures for streamlining user support
- Involved in Technology Department’s oversight of Massachusetts Data Security guidelines and Red Flag guidelines
- Helps to regularly oversee and maintain data health

**Additional Responsibilities:**

- Other duties as needed/assigned by the Chief Information Officer
- May perform other related duties as assigned for the purpose of ensuring efficient data management
- Required to wear proper attire, consistent with school’s dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document

**Qualifications:**

- Three to five years’ experience in Database Administration, preferably in an academic network environment
- Bachelor’s Degree in related field
- Must possess strong technical knowledge with current Microsoft operating systems, Microsoft Office, Familiarity with Veracross and report writing software a plus
- Working knowledge of a variety of software, particularly database software

Qualifications cont'd:

- Excellent written and verbal communication skills, with demonstrated ability to convey technical information in an understandable manner
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must be detail-oriented, creative, flexible and motivated by challenges
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Willingness to become actively engaged in the lifestyle of an independent boarding school
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Work effectively with colleagues and students by practicing good attendance and punctuality, respect for deadlines, collaborative problem solving and honest communication
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

- Standing/sitting for long periods of time
- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 50 lbs.), pushing, walking
- Capable of managing the distribution of technology equipment often weighing up to 50 lbs
- Use of hands and finger to manipulate office equipment, handle, or feel and reach with hands and arms

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies, school dances, and other events
- The employee may be exposed to dusty environments
- Work may require the ability to work in small spaces with high levels of noise and temperatures at times
- The environment may be stressful and hectic at times with frequent interruptions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.