

Administrator, Data Warehouse

FLSA Status: Exempt

Pay Grade: 24

Job Title ID: 14055

Job Series/Job Family: Effectiveness & Accountability Series / Institutional Research & Effectiveness Family

Reports To

Vice President, Effectiveness and Accountability

Job Purpose

To administer, develop, implement, and maintain the Office of Institutional Effectiveness and Accountability (OIEA) data warehouse system.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates with IT database administrators, systems administrators, and OIEA staff regarding data warehouse development, migration of data through manual or ETL processes, revision and update of data marts and cubes, procedure development, troubleshooting, system configuration, security administration, and account setup.
2. Installs, deploys and upgrades data warehouse systems applications; maintains documentation, and performs routine systems administration maintenance activities.
3. Develops data models and data maps for data warehouse system.
4. Develops processes and applications for migration/transformation of data from College-wide systems to the data warehouse system.
5. Develops and maintains data marts, data cubes, queries, and reports.
6. Provides assistance to end users and programmers regarding data warehouse related problems and issues.
7. Initiates processes and documentation of OIEA data warehousing system; develops procedures to ensure security and integrity of data.
8. Manages end-user accounts and accessibility; provides technical expertise to end-users who create complex queries and reports.
9. Coordinates, schedules, and tests upgrades to the data warehouse system.
10. Researches and evaluates software, system upgrades and enhancements, and provides technical recommendations.
11. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- SQL programming.
- Data warehouse systems and development theories, including ETL processes.
- Local area networks and personal computing environments.
- Client-server technology.
- Database integrity and security standards.
- Basic statistical methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule and providing assistance outside of usual work hours, including nights, weekends, holidays, winter and spring breaks as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing, deploying, maintaining, and upgrading data warehouse systems.
- Monitoring and analyzing the performance of data warehouse systems.
- Providing technical assistance to end users regarding data warehouse issues and problems.
- Creating and documenting database tables, views, data elements, shared data rules, data marts, data cubes, and reports.
- Performing data warehouse maintenance activities such as data warehouse backups, creating accounts and enforcing data warehouse security.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective work relationships.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications. Demonstrated proficiency installing, deploying, maintaining, and upgrading data warehouse management systems and programming.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years work experience with creating, troubleshooting, tuning, and maintaining data warehouse systems, database administration, or systems administration.

Preferred

- Work experience in SAS Business Intelligence administration and/or programming, SAS programming, SQL programming, Unidata, MySQL and/or Microsoft SQL Server 2000 databases.

Education

Required

- Bachelor's degree.

Other

Required

- Reliable transportation required for local travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

