CROWDER COLLEGE
POSITION DESCRIPTION

Status: Half-time, 12 months, **Grant Funded**	**Job Title:**	DATABASE SPECIALIST
Revised: 08/01/2018	**Department**	INSTITUTIONAL RESEARCH
Level: Professional	**IPEDS**	PROFESSIONAL
FLSA: Exempt – as currently defined by DOL	**Reports to**	DIRECTOR OF INSTITUTIONAL RESEARCH

POSITION SUMMARY

The Database Specialist will support the office of Institutional Research. Primary responsibilities will be to continue the development of a Microsoft Access Title III database and maintain support of existing grant related databases. Additional responsibilities include, but are not limited to: build queries from existing student and employee information systems, design forms and reports that provide clear representation of data, collaborate with employees who enter data in order to generate reports; analyze data and verify data accuracy in developing reports; and create, analyze, troubleshoot, and de-bug new/existing software programs. This position will also provide support as needed to the Grants Director for Title III grant reporting. **Position contingent upon continued grant funding.**

MAJOR FUNCTIONS

1. Build and maintain Microsoft Access Desktop Databases in support of grant funded projects and related institutional initiatives.
2. Write queries to extract data from desktop databases and commercial information systems using Microsoft Access.
3. Collaborate with the Title III committee to leverage the use of an Access database to ensure accurate accounting and reporting of grant related activities.
4. Ensure data security, integrity, consistency and accuracy.
5. Analyze data and verify data accuracy in developing reports.
6. Modify, analyze, troubleshoot, and de-bug new/existing Access database.
7. Assist as needed with grant project, noncredit programs, and noncredit initiatives.
8. Communicate project status and developments both in oral and written manner.
9. Coordinate and provide Non-Credit Database technical support and training as necessary.
10. Attend and participate in meetings related to grant funded databases as necessary.
11. Assist the Director of Institutional Research and Academic Data Specialist with database activities as needed.
12. Assist the Grants Director with reporting as necessary.
13. Perform other related duties as assigned by the Director of Institutional Research.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate's degree in field related to occupation or evidence of significant work related experience.
2. Knowledge of Microsoft Access desktop database systems and the Microsoft suite of products.
3. Skill in creating and maintaining Access Databases queries, forms, reports, and other tools for data collection, reporting and other purposes.
4. Skill in troubleshooting data to resolve inaccuracies in efforts to produce valid and reliable data.
5. Knowledge of general office procedures and office filing systems.
6. Ability to foster and maintain positive professional relationships with internal and external stakeholders.
7. Ability to adhere to deadlines for reporting and data collection.
8. Maintain and configure database systems; ensure system security and backups
9. Ability to handle confidential material judiciously.
10. Ability to demonstrate initiative and meet objectives with minimal supervision

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

Ability to operate a personal computer using the Windows environment.
Ability to operate a personal computer within the Crowder College network environment.
Ability to use E-mail.
Ability to do advanced word processing using MS Word.
Ability to use EXCEL.
Ability to use ACCESS database applications.
Ability to key routine documents.

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Will work 20 hours per week between the hours of 8:00 a.m. and 4:30 p.m. with adjustment of hours involving evening work from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. May sit at a workstation for up to three (3) hours at a time.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Effective telephone communication skills, including ability to obtain and provide information verbally.
3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
4. Ability to read and write English in order to perform spelling, grammar, and proofreading edits.