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<b>Job Title</b>	Database Manager
<b>PVN ID</b>	VA-1708-002041
<b>Category</b>	Information Technology
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Research, Evaluation & Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 30, 2017 (Or Until Filled)

## General Description

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### BACKGROUND

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in degree, certificate, and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs (SUD) oversees a wide range of programs and initiatives across the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the university and the New York City public schools, such as CUNY's Early College Initiative and College Now; additionally, the unit manages the CUNY Language Immersion Program, CUNY Start, and the Accelerated Study in Associates Program (ASAP).

The Office of Research, Evaluation & Program Support (REPS) was established in 2012 to partner with SUD programs and external organizations to provide evaluation services and data management support (<http://www.cuny.edu/academics/evaluation/focus.html>). Evaluation and research projects at REPS explore areas such as academic skills and achievement; college access, readiness, and success; career readiness; developmental education practice and policy; and educational equity among students and populations in New York City.

Using rigorous qualitative and quantitative social science research methods to assess program performance, REPS partners with programs to provide the process and outcome evaluation findings needed to develop, improve, and ultimately reach key project goals. REPS also supports programs by providing the reporting tools and data management essential to assessing program operations and effectiveness. Staff regularly shares research and evaluation findings with a range of stakeholders including program administrators, campus officials, external program partners, and a national audience of educators, researchers, and policymakers. <http://www.cuny.edu/academics/evaluation/library.html>

## GENERAL DESCRIPTION

The Office of Research, Evaluation & Program Support (REPS) is seeking a Database Manager who will work under the supervision of the Director of Database Management to oversee and coordinate the database design and development for a variety of existing stand-alone educational and workforce development programs in the Office of the Senior University Dean for Academic Affairs at CUNY and to develop and implement a strategic plan for the office's next generation of data management.

The Database Manager will be responsible for leading database design projects for REPS databases under the supervisions of the Director of Database Management. This role will involve overseeing the migration of existing Access databases to an Oracle environment by planning, managing, and documenting the data architecture of REPS databases in Oracle. The Database Manager will join and help to lead a growing data team within REPS, alongside a team of social science researchers.

## Other Duties

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### *Planning/Design*

- Review existing data management practices with the Director of Database Management and address future office database needs through the development and implementation of a strategic plan;
- Map out the conceptual design for proposed databases and APEX applications in Oracle;
- Design data flow diagrams and data models;
- Develop and manage policies and processes to continually improve the supported technologies and projects.

### *Management*

- Create and administer database objects (tables, forms, queries/views, reports, and functions, etc;) from design to deployment and utilize subject matter expertise to design or re-use, configure, and implement database solutions/processes that maximize system availability efficiently and effectively, and so as to preserve data integrity, recoverability, and supportability;
- Work effectively with the Director of Database Management to oversee REPS data projects; manage projects and project teams by creating project timelines, assigning tasks, monitoring progress, and ensuring deliverables are on time;
- Manage day-to-day maintenance of REPS databases

### *Supervise individual staff members. Documentation*

- Create and maintain Standard Operating Procedures (SOPs) to ensure accuracy, consistency, and relevancy of all information stored across the REPS databases;
- Work with staff to create the end user documentation and training materials to be used throughout the life of the database.

### *Other tasks*

- Provide technical and operational assistance to users, troubleshoot and resolve application and database related problems;
- Work with IT to solve technical problems;

- Perform other duties as assigned.

## Qualifications

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### **QUALIFICATIONS:**

#### **Required:**

- Bachelor's degree in Computer Science or related field required;
- Minimum 4 years' experience work in data management with a strong background in relational database design with knowledge of SQL Databases (Microsoft Access, Oracle database, Microsoft SQL Server);
- Strong understanding of relational data structures, theories, principles, and practices;
- Knowledge of data warehousing, dimensional design/modeling and ETL architectures;
- The ability to write complex SQL queries, stored procedures, triggers and views and program in PL-SQL, VB/VBA and at least one other programming language (such as Python or Java);
- Experience managing project teams working on multiple tasks and deadlines;
- Ability to prioritize a heavy workload with minimum supervision;
- Superior project management and documentation skills;
- Capable of translating technical issues for a non-technical audience;
- Excellent organizational skills with the ability to handle multiple tasks at once.

#### **Preferred:**

- Experience with Oracle database products (APEX, SQL Developer Data Modeler, SQL Developer, ODI).

**SALARY:** \$ 75,000.00 - 85,000.00; commensurate with experience.

### EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

All applications must include a cover letter and CV/Resume and must be submitted for PVN# VA-1708-002041 at <https://www.rfcuny.org/careers>