



# The West Virginia School of Osteopathic Medicine



## **Database Administrator**

**Reports to:** Director of Database Services

**Summary:** The Database Administrator (DBA) will be responsible for maintenance and support of a Banner Student Information System and related Oracle database components on a Red Hat Linux operating system. The DBA will perform duties to insure that the Banner system is online and accessible to the campus constituents 24/7. This includes 3 Oracle database instances for production, development and testing.

The DBA will keep the database managed to peak performance, monitor daily system performance, tune the database when necessary, and be responsible for backup and recovery strategies. Additional responsibilities will include cloning and refreshing databases from the production environment to development and testing environments.

The DBA will also manage patches and upgrades to the Linux Operating System, Oracle database, and the Banner Student Information System. Patch and upgrade management may require the DBA to work outside the normal work week schedule.

It will be necessary for the DBA to work closely with other IT staff to insure that State interfaces are working properly. In many cases, it will be necessary for the DBA to work with different IT technologies to resolve issues including batch programs, ProC, Cobol, Perl, and Web services (IIS and Apache) on multiple servers.

The DBA will be required to troubleshoot various areas of the operating system and the database. The DBA will also act as a technical consultant and trainer when necessary. The ability to communicate verbally and in writing is essential to the job function.

DBA duties will also require maintaining the various security grants and roles for the Oracle database structure and within the Banner Student Information System security construct.

And other related duties as assigned.

**Qualifications:** BS degree in Computer Science or Information Technology; a minimum of four years of related experience. Related experience can include: Oracle 10G DBA

experience, PL/SQL scripting as well as Oracle package and procedure development, Familiarity with [Metalink.oracle.com](http://Metalink.oracle.com), Linux shell scripting and similar products (Perl etc.), Knowledge of TCP/IP networking environment, Apache, IIS web services, proficient with SQL Server 2005 and MS Access 2007. Candidate must have strong programming skills; strong communication and organization skills. Knowledge of Cold Fusion a plus. Banner Administration and Higher Education experience is preferred. Other combinations of education and experience may be considered.

**Position:** This is full time non-classified, exempt position. Salary is commensurate with education and experience and is accompanied by an excellent benefit package. This position is exempt from FLSA provisions regarding overtime. Candidate must be authorized to work in the United States.

**Application:** Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and telephone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail [lbicksler@osteو.wvsom.edu](mailto:lbicksler@osteو.wvsom.edu). Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. Applications are considered confidential, and references will not be contacted until the applicant has been notified.

Applications will be accepted until the position is filled however the WVSOM search committee commence its review upon receipt.

*West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.*