

Job Vacancy: Database Administrator

Westminster College Information Technology Services (ITS)

Position Overview

The Information Technology Services (ITS) Department at Westminster College is seeking a highly skilled Database Administrator to join our dynamic team. The ideal candidate will possess advanced technical expertise in SSMS, SQL programming, and database management. This role requires effective collaboration within the ITS team and with other campus constituents to support the institution's data management and application development needs. This position is the technical lead for the Application and Web Services Team.

Key Responsibilities

- Ensure the security, reliability and availability of the college's ERP system, which includes Jenzabar One, Jenzabar Web, and the campus intranet portal (JICS).
- Design, develop, and maintain SQL databases, ensuring data integrity, security, and optimal performance.
- Develop, optimize, and troubleshoot complex SQL queries, stored procedures, and database triggers.
- Develop and maintain data workflows and automated processes for integration between institutional and third-party systems.
- Collaborate with ITS team members, faculty, staff, and other campus constituents to gather requirements, provide technical support, and deliver solutions that meet institutional needs.
- Document database structures, processes, and procedures to ensure maintainability and knowledge sharing.
- Lead in database migrations, complex integrations, and ERP upgrades.
- Stay current with industry trends, best practices, and compliance requirements related to database management and data security.
- Participate in code reviews and contribute to the development and enforcement of programming standards within the ITS department.
- Manage and provision user access to SQL databases in compliance with institutional security policies.

Required Qualifications

- Bachelor's degree in Computer Science, Information Systems, or a related field with 5+ years of applicable experience.
- Proven experience in maintaining and securing SQL database structures.
- Proven experience in database programming, primarily with SQL-based systems using Microsoft SQL Server Management Studio.
- Strong proficiency in SQL programming, testing, and project implementations.
- Experience supporting an intranet environment (JICS).
- Demonstrated knowledge of secure database access methods and implementation of compliant programming standards.
- Excellent analytical, problem-solving, and troubleshooting skills.
- Ability to work independently and think critically within a collaborative technical environment.
- Exceptional communication and interpersonal skills, with the ability to work collaboratively within a team environment and with diverse campus stakeholders.

Preferred Qualifications

- Knowledge of higher education ERP systems, preferably Jenzabar One, JICS web portal
- Knowledge of regulatory compliance standards (e.g., FERPA, HIPAA).
- Experience with ColdFusion development and integration in a database environment.
- Experience working in a SQL Server Management Studio SaaS environment

Work Schedule and Arrangement

- Monday - Friday, 8:00 a.m. - 4:30 p.m. May require occasional evening or weekend work to support system upgrades or resolve critical incidents.
- This is a full-time, on-campus role. Employees may become eligible for hybrid work arrangements after completing up to three months in office, subject to approval by the ITS Director or Manager.

Additional Information

This administrative position offers a competitive salary that is commensurate with the candidate's qualifications, experience, and education relevant to the position.

College Benefits

- Westminster offers medical, prescription, dental, vision and life insurance benefits to protect you and your family. You'll have access to flexible spending accounts for eligible health and dependent care expenses using pre-tax dollars.
- Retirement: Westminster offers a TIAA Retirement Plan with an employer match.
- Tuition remission for employees, spouses and dependent children
- Time Away from Work: Westminster offers a very generous amount of time away from work during the course of the year. Your work-life balance includes vacation, sick, personal, and holiday pay.

How to Apply

Candidates with the required qualifications can apply by submitting a resume, cover letter, and three references to itssearch@westminster.edu. Review of applications will begin immediately and continue until the position is filled.

Westminster College is an Equal Opportunity Employer.