

# Vacancy

H. Lavity Stoutt Community College is inviting applications for the position of

## Database Administrator



### Job Description: Responsibilities

The Database Administrator maintains a comprehensive database by using specialized software to store and organize the Registry's data. The Administrator also performs various administrative duties within the Registry and Enrolment Management Office. These duties include but are not limited to following:

- Assist with data entry and modification;
- Ensure that data is available to users, and that it's kept secured from unauthorized access or accidental loss or corruption;
- Evaluate database software purchases;
- Supervise the modification of any existing database software to meet the needs of the unit;
- Maintain the integrity and performance of the Registry's database;
- Ensure that data is stored securely and optimally;
- Inform end users of changes in databases and aid with training them to utilize the systems;
- Learn to create and modify queries using the built-in query builder of the Scholastic Online Information System (SONIS);
- Create and modify queries preferably using SQL (however, knowledge of using another query language, or building queries using MS Access or another database software is acceptable); and

Perform other administrative duties or tasks on as-needed basis.

### Qualifications and Experience

The minimum qualification required is a Bachelor's Degree in Database Management, Computer Science or an Associate Degree in Computer Science with relevant database certification and three years work experience in a similar role. Knowledge of database theory and design will be an asset.

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to [mlatchman@hlscc.edu.vg](mailto:mlatchman@hlscc.edu.vg) or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

**Salary: Commensurate with Experience**

**Closing Date: November 20, 2019**