RESEARCH DATABASE ADMIN/SPECIALIST

Job Overview
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Research Database Admin/Specialist to support the activities of the Research and Evaluation team, including but not limited to designing and maintaining databases and tables, optimizing and monitoring database performance security, and implementing backup and recovery procedures.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (https://buffettinstitute.nebraska.edu) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities
This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

Database Technology Administration (75%)
- Perform database administration using SQL (or other programming languages), including developing databases, backing up databases, end-to-end tuning database configuration for optimal performance, monitoring, and resolving errors.
- Develop efficient online tools for the collection, integration, and management of data from multiple internal and external data sources.
- Create and maintain database support documentation, including data dictionaries, stored procedures, and security access-related protocols.
- Compile documentation of internal and external data sources that are relevant to Buffett Institute initiatives.

End User Support (20%)
- Work closely with Buffett Institute personnel to assist with the development and management of
data collection tools and related database administration, analysis, and reporting tasks.

- Advise Buffett Institute personnel and external partners on the appropriate database or technology for their project.
- Work closely with Buffett Institute personnel to address external partner data requests.

**Other Duties (5%)**

- Maintain knowledge and expertise on database administration and technology.
- Research and troubleshoot issues and software updates.
- Support the goals and mission of BECI and attend internal and external training sessions and conferences as needed to stay current on latest trends and technologies supporting research.

**Required Qualifications:**

- Bachelor’s degree
- Three (3) years of experience with database development and administration including but not limited to security set-up and maintenance, interface customization, module design, and query
- Strong understanding of programming languages such as Perl, Python, SQL, C++, Java, etc.
- Demonstrated effective spoken and written communication skills

**Preferred Qualifications**

- Master’s degree
- Minimum of five (5) years of experience in a related role requiring confidentiality, timeliness, customer service, organization, prioritization, troubleshooting, analysis, problem solving, and ability to work independently
- Demonstrated experience developing online data collection tools and managing and integrating large datasets from multiple sources
- Demonstrated experience working with multiple data sources including state-, school-, and community-level data systems as well as survey and administration data systems
- Demonstrated experience and deep understanding of data visualization software such as PowerBI or Tableau
- Demonstrated experience working with individuals with varying degrees of technical knowledge related to databases

An equivalent combination of education and experience from which comparable knowledge and abilities are acquired may be considered.

**How to Apply**

Applications are processed through the online job posting at [https://careers.nebraska.edu](https://careers.nebraska.edu). Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.
ADDENDUM FOR RESEARCH DATABASE ADMIN/SPECIALIST

Competencies

• Nature/Complexity of Work
Duties include data management, extraction, integration, collection, analysis, and summarization of findings. Information and analyses must be accurate and timely. Currency of technical skills is vital to react quickly to changing reporting needs and technology. University applications and systems knowledge must be ongoing. Must be able to function as a team member on projects and collaborate with other analysts, in addition to working with other functional areas internal and external to the Institute.

• Problem-Solving/Decision-Making
Absolute accuracy on all reports, databases, and website information is imperative. Scope is very broad including topics of interest to Board of Regents, executive management, state and federal agencies, peer institutions, and external constituents. The impact of errors is far-reaching. The possible adverse impact of errors in work necessitates that a team review approach be used to minimize errors. Review is required by Institute leadership before information is released by this position, but the responsibility for error-free detail supporting analytical results rests on the employee.

• Strategic Input
Absolute accuracy on all reports, databases, and website information is imperative. Scope is very broad including topics of interest to Board of Regents, executive management, state and federal agencies, peer institutions, and external constituents. The impact of errors is far-reaching. The possible adverse impact of errors in work necessitates that a team review approach be used to minimize errors. Review is required by Institute leadership before information is released by this position, but the responsibility for error-free detail supporting analytical results rests on the employee.

• Know-How
In addition to minimum qualifications this position requires excellent organization skills, ability to work under pressure and stringent timelines, make sound priority judgments, and have the initiative to work independently as well as in a team setting. Strong analytical, problem-solving, and multi-tasking skills required. The employee has university-wide access to confidential information pertaining to employees, students, children, and families. Furthermore, the employee has access to work-in-progress discussions and confidentiality is required.

• Technical Skills
This position requires knowledge of relational database functioning using competency in applying basic statistics. Proficiency in working with complex databases demonstrating the ability to cleanse, extract, organize, and successfully communicate with others who use the data is required. Knowledge of and experience with data management and other data extraction and analysis tools is required. Experience with Microsoft SQL server is preferred. Capacity and flexibility to learn and use other reporting software is essential. Email, internet browsers, and Microsoft Office (Word, Excel, Access, and PowerPoint) are used daily to prepare data, process documentation, and create
communication materials or informational presentations.

- **Interactions**

  Relationships with various entities both internal and external to the university are involved. Examples include officers from academic affairs, student affairs, and institutional research on the campuses, employees of state and community college systems, members of external policymaking entities, and representatives of private external organizations. This position will help build and strengthen relationships with NU campuses and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with external constituencies. Excellent verbal and written communications skills, interpersonal skills, and meticulous attention to detail and accuracy are essential for purposes of composing documents and reports, exchanging information, plans and objectives, and providing technical support to end-users. Ability to explain diverse technical topics in easy-to-understand language.

- **Supervision**

  This position exercises no direct supervision over others. This position reports to the Associate Director for Research & Evaluation.

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**General Information:**

Job Family: IT

Job Code: 49303332 (Database Administrator L1)

Salary Range: IT24

FLSA: Exempt

Position Number: 537

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 7/30/2020 by Sheryl Gartner, UNCA Director for Human Resources

**Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what 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.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.

**Job Description Review and Approval**

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Employee Name

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Human Resources Representative Name

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Date

10/16/2019

Date

Supervisor or Department Representative Name

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Date