

DATABASE SPECIALIST

Job Overview

The Database Specialist is a part-time position responsible for maintaining and modifying the database associated with implementation of the School as Hub for Birth through the Elementary Years Approach. This database is a customized version of the ChildPlus database system, and is designed to support documentation, continuous improvement, and evaluation of work conducted in association with the Superintendents Early Childhood Plan for the Learning Community of Douglas and Sarpy Counties. The Program Administrator within the Program Development Unit will supervise this position.

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. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers 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

Database Analysis, Programming and Support (50%)

- Maintain and modify the School as Hub database and database applications.
- Translate user needs into technical solutions within the database.
- Create and maintain technical documentation, including an administrative data book for the database.
- Troubleshoot database system issues with the ChildPlus Technical Team.
- Develop database report formats and prepare database reports for various users.
- Collaborate with the Program Administrator and the Buffett Institute evaluation team to provide access to selected Database content
- Understand conceptual and physical data models using relational and dimensional data modeling techniques.
- Maintain system storage structures needed for reporting solutions and ensure that storage, archiving, backup and recovery procedures are functioning correctly.
- Revise existing database structures and processes in response to changing technology and/or user needs.
- Perform detailed data analysis including data quality and consistency by monitoring data.

- Support data extraction, transformation, load processes and manage developed workflows.
- Troubleshoot access permissions and privileges.
- Monitor performance and parameters to provide fast query responses to users.
- Communicate regularly with technical support personnel and users to ensure database integrity and security.
- Assist in supporting interfaces to outside database and reporting tools when appropriate.

End-User Support (45%)

- Be responsive to all user questions, issues and requests.
- Provide technical assistance and support to all users.
- Identify problems, determine possible alternatives, and implement optimum solutions in anticipation of and reaction to user feedback.
- Prepare for problems or opportunities in advance. Perform risk assessment and risk mitigation.
- Assist with regular creation, review, and maintenance of quality user documentation, aids and training curriculum.

Continuing Education (5%)

- 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.

Required Qualifications

- This position requires a Bachelor's degree in Computer Science, Information Technology, Statistics or related field and knowledge of database administration.
- 1-3 years of experience with database management including but not limited to security set-up and maintenance, interface customization, module design, and query.
- An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Knowledge of database programming languages.
- Knowledge of basic statistics and data visualization.
- Previous experience with module design and implementation of PeopleSoft, SAP or other HR Suites.
- Knowledge of ChildPlus database systems ideal.

How To Apply

Application review begins immediately and continues until position is filled. Applications are processed through the on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile. 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 on-line application process to: (402) 472-7990.

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