

**Applications Support Analyst and Jr. MS-SQL  
Database Administrator  
Information Technology**

**Re-posted October 17, 2018**

Under the supervision of the Director of Information Technology and the Associate Director of Enterprise Applications, is responsible for ensuring the optimum performance, integrity and availability of enterprise databases. This position will also assist in the installation, maintenance, support and monitoring of enterprise applications used throughout the University. Proficient with the administration of database management system (DBMS) software, including Relational DBMS.

**Essential Duties and Responsibilities:**

- Primary responsibility for the support of the enterprise MS-SQL databases. Provides operational database services, databases optimization and troubleshooting.
- Provides high level support for all enterprise applications: Includes operational support, database creation and backup operations.
- Assists the Business Intelligence Reporting Analyst to effectively support university wide reporting capabilities.
- Serves as the liaison between the Enterprise Applications team and the CapIT System Administrators on matters dealing with database security, application services and network monitoring systems.
- Assists in the evaluation, implementation and configuration of new applications for the institution.
- Works with enterprise application vendors to help troubleshoot and resolve application problems.
- Supports batch processing requirements, to include other integration and data exchange requirements associated with enterprise applications.

**Required Qualifications:**

- 3+ years of increasingly responsible, hands-on technical experience with MS-SQL administration.
- Exposure to information management, and/or DBA design experience.
- Demonstrated experience with a MS SQL DBMS and related applications.
- Understanding of project management methodologies.
- Ability to handle sensitive information and maintain a high level of confidentiality.
- Commitment to diversity and to serving the needs of a diverse population.

**Preferred Qualifications:**

- Bachelor's degree from a college or university and 5 years related experience.
- Working knowledge of Ellucian's Colleague ERP) or any educational-based ERP system.
- Fair understanding of multi-dimensional data models.
- Excellent professional communication skills (verbal and written).

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

**Compensation:** Salary range begins at \$54,784.

**Candidates should submit a cover letter and resume to:**  
Steve Terry, Director of Information Technology  
[sterry@capital.edu](mailto:sterry@capital.edu)

Please complete the optional confidential data survey at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

**For more information on Capital University, visit our website at [www.capital.edu](http://www.capital.edu).**

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.