Job Title: Database Administrator, Associate

BCAT Code: 09OE02  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides entry-level technical support for client or server databases, such as assisting in the installation, maintenance, analysis, tuning, and troubleshooting of database systems.

Examples of Duties
- Installs and maintains vendor supplied database systems, tools, utilities, development and reporting tools.
- Assists in analyzing, tuning, and troubleshooting database system performances.
- Assists in designing, developing, and maintaining specialized software applications.
- Provides end-user or client support for database systems.
- Updates existing database architectures upon request.
- Provides consulting and training to Georgia State University (GSU) staff.
- Performs other client or server database duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows, UNIX, and programming languages, such as COBOL, C, C++, Visual Basic, Pearl, Java, relational databases, such as Oracle, LANs, etc.
- Knowledge of integrated systems and relational database concepts and systems.
- Knowledge of data processing principles, practices, and equipment.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.