

POSITION DESCRIPTION

TITLE: Cloud Database Administrator for Human Resource and Finance Enterprise System - (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

This position reports to the Associate Vice President and CIO of Information Technology) in the Office of Information Technology (OIT). The Cloud Database Administrator (Cloud DBA) is responsible for managing and maintaining the cloud-based databases supporting the College's ERP Human Resources and Finance ERP systems. This role ensures optimal performance, data integrity, security, and availability across the ERP integrated platforms. The Cloud DBA collaborates closely with technical and functional teams to support business operations and strategic initiatives across HR and Finance domains and helps design, build, integrate, and administer the operation of the College's enterprise data systems, including the enterprise resource planning (ERP) system, the institutional research & reporting (IRR) system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for the administration and security of the database servers and application servers that host the College's enterprise reporting (ERP) system, institutional research and reporting (IRR) system, and other data systems.
- Monitors and optimizes cloud-hosted databases that support the ERP applications (HR and Finance).
- Collaborates with the ERP vendor and institutional stakeholders on system performance, data integration, and upgrades.

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- Works with the ERP vendor to perform database configuration, patching, cloning, performance tuning, and backup/restore operations.
- Ensures system and data security in compliance with institutional policies and regulatory requirements such as FERPA and GLBA.
- Works with the ERP vendor to support environment setup, tenant management, data migrations, and version upgrades.
- Works with the ERP vendor to maintain SQL scripts, stored procedures, and automation tools to streamline routine database management tasks.
- Supports the reporting and analytics teams with secure and performant access to ERP datasets.
- Monitors the system health and proactively resolve performance issues or incidents using the vendor ERP tools and cloud-native tools.
- Contributes to disaster recovery planning and high-availability configurations.
- Maintains documentation of processes, procedures, and system configurations related to the ERP database services.
- Provides expertise in performance issues and stays current with best practices in database and application design.
- Writes technical documents and regularly updates all programs, patches, fixes, etc.
- Suggests improvements and upgrades to hardware and software, based upon requested programming projects.
- Provides backup/recovery strategies of all data and file systems on all appropriate machines.
- Maintains revision control of all application programs.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in Information Systems, Computer Science, or related field. Master's degree in a relevant field is preferred.
- Experience: Three or more years of experience in cloud database administration.
- Demonstrated experience supporting enterprise systems such as Anthology (formerly Campus Management), Banner, Workday or similar higher education ERP platforms.
- Strong proficiency in Microsoft SQL Server and Azure cloud services (e.g., Azure SQL Database, Azure Managed Instance).

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- Solid understanding of relational database design, optimization, and administration.
- Familiarity with Cloud based ERP deployment models and cloud service tiers.
- Experience with data integration tools (SSIS, Azure Data Factory, etc.) and report writing (SSRS, Power BI) is preferred.
- Knowledge of higher education business processes in HR and Finance is a plus.
- Experience with backup and recovery strategies, encryption, and access control is a requirement.
- Strong interpersonal, organizational, and documentation skills.
- Excellent customer service, organizational, and communication skills.
- Ability to work in a team-based, fast-paced environment.
- Ability to handle multiple projects independently with minimal supervision.
- Mid-level to advanced experience with productivity software is a plus
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.