POSITION DESCRIPTION

TITLE: Cloud Database Administrator for Student Information System – (Exempt)

Collective Bargaining – Ineligible - Managerial
Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management 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:

The Cloud Database Administrator (Cloud DBA) for Student Information System reports to the Associate Vice President of Information Technology in the Office of Information Technology (OIT). The Cloud DBA is responsible for managing and maintaining the cloud-hosted databases that support the institution's Anthology Student Information System. This position plays a critical role in ensuring the availability, security, and performance of student-related data and processes, including registration, records, advising, admissions, and academic progress. The Cloud DBA works closely with application analysts, institutional research, and academic departments to maintain optimal database performance and reliability.

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.

- Administers, monitors, and optimizes cloud-based databases supporting Anthology Student.

- Collaborates with Anthology and internal stakeholders to support upgrades, integrations, and new feature implementations.

- Ensures data accuracy, availability, and performance across all modules of the student system.

- Designs and maintains automated backup, recovery, and monitoring solutions for Anthology cloud databases.

- Works with vendors to develop SQL scripts and stored procedures for automation, reporting, and troubleshooting.

- Coordinates with security teams to ensure compliance with FERPA, GLBA, and institutional policies.

- Troubleshoots and resolves issues related to performance, data access, or cloud infrastructure.

- Supports real-time and batch data integration between Anthology Student and other campus systems.

- Assists in migration planning, version control, and cloud platform optimization.

- Maintains thorough documentation of database configurations, procedures, and access controls.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in Computer Science, Information Technology, or related field. Master's degree in relevant field preferred.

- Experience: Three or more years of experience in cloud database administration, preferably in a higher education setting. Experience integrating ERP or CRM systems with student information systems is preferred.

- Hands-on experience with Microsoft SQL Server and Azure cloud services (e.g., Azure SQL Database, Managed Instance).

- Experience with Anthology Student (formerly CampusNexus Student) or other student information systems.

- Familiarity with Power BI, SSRS, or other reporting tools preferred.

- Proficient in T-SQL scripting, performance tuning, and automation.

- Knowledge of database security, encryption, and compliance frameworks (FERPA, GLBA).

- Strong analytical and problem-solving skills with attention to detail.

- Strong background in networking, security, and databases.

- Proficiency in software development lifecycle, code management, and release management. Agile development experience preferred.

- Excellent customer service, organizational, and communication skills.

- Strong documentation and collaboration skills.

- Must be able to handle multiple projects independently with minimal supervision.

- Familiarity with Cloud based ERP deployment models and cloud service tiers.

- Experience with backup and recovery strategies, encryption, and access control is a requirement.

- 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.