HALF-TIME GRADUATE ASSISTANT Database Programmer

Position Summary:

The Purdue College of Education is seeking a ½ time A/P graduate Administrative Database Programmer to start May 2018. This position works closely with the Director of Information Technology to provide advanced technical support to the College of Education by analyzing, designing, implementing, and sustaining highly complex relational database systems for administrative offices. Because administrative offices require year-round support, this is a 12-month / year-round position. Therefore, preference will be given to applicants who have availability during summer months, as well as availability during the academic year.

Knowledge, Skills, Abilities:

Excellent communication and organizational skills are required for this position. A candidate who can make a commitment of 3+ years would be preferred, though all applications will be considered. The ability to plan and prioritize daily workload to meet numerous deadlines and attention to detail required. Extensive education and/or work experience with the following is required: relational database theory, design, normalization, implementation; SQL/PL; MS SQL Server administration; Microsoft Access and Visual Basic for Applications programming; ODBC; data encryption tools. Working knowledge of web application design tools including Microsoft Visual Studio, ASP .NET, Visual Basic, is strongly preferred. Experience with the Windows platform required. Mastery of Office productivity software such as Microsoft Access, Excel, Word and PowerPoint required. Ability to work effectively with a wide range of users required. Ability to provide clear, simple, and concise written instructions and documentation to users with both limited and advanced technical experience required.

Responsibilities:

- **60% - Develop and Maintain Databases:** Create, monitor and sustain relational databases and database applications for the College of Education. Apply in-depth knowledge of relational database theory and product implementation to address complex database needs. Perform needs analysis with College of Education staff members to identify, articulate and solve database problems. Maintain MS Access GUI’s and switchboards using VBA. Work with Purdue SQL servers providing tuning, optimization and normalization of data structures. Provide timely support for networked database problems. Define new data structures, indexing methods, server-side views. Implement security for databases and applications. Develop, implement, and maintain database backup and recovery procedures.

- **20% - Maintain Web Interfaces:** Work closely with the College of Education IT director to develop, manage, backup, secure and sustain administrative web applications. Provide recommendations for securing database web interfaces and data sources, and implement recommendations. Troubleshoot, maintain and update existing graphical user interfaces for administrative web applications.

- **20% - Reporting:** Create and modify reports for administrative offices. Adapt queries and reports to yearly changes to requirements from federal and state agencies. Consult with and address reporting needs for staff and faculty in: the Office of Professional Preparation and Licensure; the Office of Field Experiences; the Office of Graduate Studies; the Office of Advising and Recruiting; the Office of the Dean, and the Technology Resources Center.

Send Résumé Via Email To:
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