

THE CATHOLIC UNIVERSITY OF AMERICA

Sr. Application and Database Administrator (full-time, 35 hours/week)

Enterprise Applications

Position 101795

Position Summary: Sr. Application and Database Administrator will be a member of Technology Services - Enterprise Applications (Application and Database Administration) Team.

This position is responsible for ensuring the reliable performance of ERP and Business systems. Participates in projects to implement, test and design ERP/Business systems and applications. Installs new software releases and system upgrades, and evaluates and installs patches. Monitors and maintains ERP/Business systems and applications security. Completes tasks designed to ensure the security of the ERP/Business systems and applications, and related information assets.

Responsible to develop, implement, administer, and maintain procedures for ensuring the security and integrity of databases supporting university enterprise applications. Implements data models, database designs, database tuning, backup and recovery, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Troubleshoot database and ERP and Business system problems and design solutions to address requested enhancements.

Essential Responsibilities Include:

Administer Applications:

- Install, configure and maintain ERP and Business applications.
- Monitor utilization, performance trends, capacity, etc. Conduct regular performance tuning.
- Monitor and maintain the integrity and security of systems.
- Identify new software releases and required system upgrades and patches.
- Maintain inventory and documentation of installed systems and related infrastructure.
- Maintain up-to-date technical knowledge of the systems software in use at the university.

Administer databases:

- Install, configure and maintain database software. Create and manage databases.
- Create and maintain a database backup strategy and perform the backup operations.
- Design and implement procedures or software to enhance and/or automate database administration tasks.
- Monitor and maintain the integrity and security of database systems and data.
- Maintain up-to-date technical knowledge of the database software in use at the university.

Design and implement enhancements:

- Participate in projects to implement, test and design ERP and Business systems.
- Design and develop plans to enhance or update the database and enterprise application infrastructure.
- Coordinate activities for assigned projects, including performing assigned tasks and coordinating with business units, external service providers and contractors.
- Investigate and report on feasibility of new technology.
- Deploy enhanced systems and services.

Provide support – Technical and Project Management:

- Evaluates new products and services related to business needs.
- Provide technical support for other Technology Services departments and groups.
- Serve as technical liaison to non-university vendors or technical organizations as required.
- Coordinate with business units and external vendors to resolve technical problems as required.
- Supervise the work assigned to contractors (if engaged) during application security related projects.
- Acts as top tier support for critically escalated issues related to ERP and Business systems.
- Perform expert-level troubleshooting and resolution of database and enterprise application infrastructure problems.
- Participates in project meeting, security design conversations and integration with third party applications and hosted services.

Security Administration

- Works closely with stakeholders, data stewards, University Information Security Officer and customers to design and develop new security models.
- Periodically reviews and analyzes the current security request process.
- Designs and develops the security request process to gain efficiencies and turnaround time to process requests.
- Designs and develops security audit reports.
- Defines appropriate metrics to measure performance and ensures data is collected, reported and reviewed regularly.
- Documents the complete configuration and setup of ERP and Business systems security framework.
- Serve as security administrator for business application as required.

Perform day-to-day security related activities and process requests for ERP/Business applications environment.

- Ensures all security request are complete and have met the audit requirements for approval.
- Provisions and de-provisions ERP/Business systems accounts.
- Ensures that appropriate roles, permission lists, and row level security exists for all functional areas.
- Analyzes and resolves security and access problems.
- Maintains security structures for delivered and customized ERP/Business systems.
- Develops, implements, and supports common security related solutions and processes.
- Routinely audit security in all environments.
- Work closely with IT security auditors (internal and external) to support their requests during an audit.

Other administrative duties:

- Work independently or in teams to carry out assignments within the framework.
- Provide regular progress and status reports to the supervisor.
- Create and present written or oral briefings.
- Cross train staff in infrastructure technologies as required.
- Participate in Enterprise Applications group meetings and activities.
- Process assigned service request tickets according to established procedures and SLAs.
- Follow CUA and Technology Services staff guidelines and requirements.
- Perform other job-related duties as assigned by the immediate supervisor or CIO.

Minimum Qualifications and Experience:

- Bachelor's and/or Master's Degree in computer science or related IT field.
- Technical experience: Minimum of 5-7 years
 - At least 5 years : Oracle and/or Microsoft SQL Server Database Administration
 - At least 3-5 years : Application administration - Enterprise and Business applications
 - At least 2 years : ERP and/or Business applications security administrator.
 - At least 2 years : Leading and managing teams and/or projects
- Experience writing SQL queries, generating reports and writing scripts to automate processes.
- Experience handling annual IT security audits and managing or leading technical team of IT auditors preferred.
- Experience administrating systems and servers – OS – Windows, Linux, Scripting, Batch Jobs etc.
- Experience with following systems a Plus: PeopleSoft, BlackBoard- LMS, Rasier's Edge, Safety and Security Systems – ID Card, Camera, Door locks, Parking, Facilities Management, Housing and Dining Services and more.

How to apply:

- Forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu.
- Reference position 101795 in subject line of email. Please do not include photos on resumes and save documents with first/last names.

All applicants must be supportive of the mission and vision of *The Catholic University of America*. Position is open until filled.

The Catholic University of America

Human Resources, 170 Leahy Hall, 620 Michigan Ave, NE, Washington, DC 20064

Fax: (202) 319-5802 Telephone: (202) 319-5050