

This position is to be available at the end of January. The job will be posted and available online at (<http://www.yale.edu/hronline/careers/>). I am happy to answer questions, but application is through the HR link above.

Thomas R. Raich
Director of IT, Yale University Art Gallery
Thomas.raich@yale.edu

Supervisory Organization	Yale Art Gallery - Information Technology
STARS Requisition number	35657BR
University Job Title	Database Administrator
Posting Position Title	Data & Database Administrator
Bargaining Unit	None - Not included in the union (Yale Union Group)
Time Type	Full time
Duration Type	Regular
Compensation Grade	Administration & Operations
Compensation Grade Profile	Manager; Program Leader (P6)
Work Location	Central Campus
Worksite Address	1111 Chapel Street New Haven, CT 06510
Work Week	Standard (M-F equal number of hours per day)
Total # of hours to be worked:	37.5

Position Focus: Reporting to the Director of Information Technology at the Yale University Art Gallery, the Data and Database Specialist develops, implements, and maintains policies and procedures for ensuring the security and integrity of the Gallery's collection database while actively ensuring adherence to data standards across the Gallery environment. Using highly developed SQL skills, implements data models, system integration and resolves database performance issues. Serves as primary resource for a wide-range of museum staff members and departments that use TMS (The Museum System), the collections management database used by the Gallery. Manages the training, technical and procedural responsibilities to advance the strategic plan for development and future use, and support the ongoing use and maintenance of TMS. Maintains and administers database systems to ensure effective implementation and use of databases including performance, software testing, debugging, and security and metrics projects. Works directly with Gallery departments to create reports, and to identify and resolve technical issues. Design and build reports using Crystal Reports software. Explore other opportunities for reporting data to Gallery users

Essential Duties Principal Responsibilities: 1. Coordinates the planning and development of new, complex relational databases. 2. Ensures adherence to data standards across the University environment. 3. Develops and documents database procedures and policies and resolves complex protocol deviations in existing databases. 4. Maintains and administers database systems to ensure effective implementation and use of databases including software testing, debugging, and data quality assurance projects. 5. Implements technical solutions including installation, configuration, and resolution of issues with multiple layers of

products and technologies. 6. Works directly with University departments to troubleshoot problems, create reports, identify and resolve technical issues. Communicates directly with staff to understand goals and solve user problems. 7. Documents end user's experience, and develops methodologies and assessment techniques that address usability goals. 8. Provides training on database, appropriate use and facilitates user groups. 9. Performs various coding, debugging and unit testing tasks in support of assigned projects. 10. Assists in evaluating University business and administrative processes and needs and develops solutions to technical problems. 11. Assists in developing and implementing database security procedures, including access authorization, logins, and permissions. 12. Applies current programming standards and methodologies to all relevant projects and activities. 13. May perform other duties as assigned.

Required Education and Experience Required Education and Experience: Bachelor's Degree in a related field and five years of related work experience or an equivalent combination of education and experience.

Required Skill/Ability 1: Excellent interpersonal skills, ability to work independently as well as a member of a team. Ability to build strong relationships with internal clients, effectively resolve problems and communicate creative resolutions to multiple constituents within the museums.

Required Skill/Ability 2: Advanced knowledge and proven ability in database management (Microsoft SQL and SQL based tools).

Required Skill/Ability 3: Knowledge of data standards and formats for description, presentation, and transmission.

Required Skill/Ability 4: Excellent project management, organizational and communication skills. Ability to manage and prioritize multiple projects simultaneously.

Required Skill/Ability 5: Thorough knowledge of standard museum collection management practices and procedures.

Preferred Education, Experience and Skills: Experience working with the RDF data model, semantic web design principles. Knowledge of a programming language. Experience with AWS (EC2, S3 or RDS) or other cloud computing service such as Azure. Knowledge of cultural data standards. TMS (Gallery Systems) experience and Crystal Reports or similar. Experience working in Museum setting. Experience with HTML/XML, Drupal management

Required Licenses or Certifications Required License(s) or Certification(s):

Weekend Hours Required? Occasional

Evening Hours Required? Occasional

Drug Screen No

Health Screening No

Background Check Requirements All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit

www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Posting Disclaimer

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement:

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.