USC University of Southern California

Database Administrator (ITS)
Job Description

JOB INFORMATION

Job Code:	166931
Job Title:	Database Administrator (ITS)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Database Administration
Job Family Group:	Data Analysis
Management Level:	7 Individual Contributor

JOB SUMMARY

Supports the design, creation, optimization and maintenance of ITS databases. Collaborates with a broad range of customers, partners, and key stakeholders in administrative and academic units. Provides best-in-class database services, profile application

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		

Additional Education

Check here if experience may substitute for some of the above education.

	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		2 years		
	X	4 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Collaborates with customers, co-workers, and stakeholders across the organization, including partners, to support database operations, back-up, recovery, design, and performance tuning. Maintains database-service standards and naming conventions, developi				
Leverages the latest information and database technology and best practices, facilitating innovation, continuous improvement, and effective troubleshooting and problem-solving. Proactively experiments with and analyzes new approaches and complex, diverse,				
Oversees day-to-day operations for database security, stability, and system outage remediation. Participates in the planning and implementation of database updates, maintenance, and configuration. Identifies and recommends strategies for improving existin				
Implements effective solutions for database services and supporting the Platform Services team's vision. Maintains database currency with supported applications and architectures, all updates, and relevant existing, developing, and disruptive technologies				
Aids the cultivation of an inclusive environment and a culture of trust and transparency. Builds and maintains collaborative relationships with diverse groups of team members, peers, and leaders, sharing data broadly, openly, and deliberately. Actively em				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)		Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____

Print Employee Name   Signature   Date

_____ _____ _____
Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.