Position: Database Administrator

Location: Montreat, NC

Summary:
The Database Administrator works under the direction of the Director of Technology and is responsible for designing, implementing and monitoring the Montreat College database environment, including Microsoft SQL Server, MySQL, PostgreSQL and Microsoft Access.

Duties and Responsibilities:
- Managing all SQL Server based applications, including Ellucian PowerCAMPUS, Blackbaud Raisers Edge, PowerFAIDS and Moodle
- Managing MySQL and PostGreSQL
- Optimize Databases for performance
- Administer database backup/restore/disaster recovery
- Performing other duties such as scripting for reports
- Assisting with Helpdesk tickets
- Other duties as necessary

Qualifications:
- Strong working knowledge of database administration
- Strong working knowledge of SQL queries and transactions
- Ability to create/edit SQL reports/stored procedures
- Ability to communicate well with Faculty, Staff and Students
- Ability to manage several projects at the same time
- Good troubleshooting skills

Agreement with the Montreat College statement of faith; able to communicate effectively; trustworthy in dealing with confidential information; accountable in dealing with costly computer equipment; flexible; well organized; and possessing the desire to be an effective role model in the workplace by promoting a Christian world-view and testimony.

Education/Experience:
- Minimum of Bachelor’s degree, Information Systems degree preferred
- Five years’ experience in database administration and tech support

Application Requirements/How to Apply:
Candidates should send a letter of application, curriculum vitae, transcripts, statement of faith, and three current letters of reference to Paul Hawkinson:

Paul Hawkinson
Montreat College
PO Box 1267
Campus Box 850
Montreat, NC 28757
Or via email to:
phawkinson@montreat.edu
About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.