**Job Summary:**

The Database administrator is responsible for the design, implementation, and ongoing management of the Enterprise Data Warehouse and Northwestern Medical Faculty Foundation database systems. This position works closely with all members of the EDW team, NUBIC, NMFF, and NMH faculty and staff. This position oversees the quality control and auditing of databases to ensure accurate and appropriate use of data. Both this and the lead roles exist to support mission critical infrastructure.

**Specific Responsibilities:**

SQL Database Administrator:

- Creates and maintains documentation as it relates to system configuration, mapping, processes, and data flows; Responsible for applying the latest security patches and ensuring that all the database servers follow a common standard; Works with the development staff to analyze, test, and implement physical database design supporting various business applications; including base definition, structure, documentation, long-range requirements, operational guidelines, policies and procedures;
- Responds to and resolves database access and performance issues; Designs and performs database security audits, system backup procedures, and other recovery processes in accordance with the EDW's and NMFF's disaster recovery and business continuity strategies;
- Establishes appropriate end-user database and security access control levels; Installs and configures relevant network components to ensure database access as well as database consistency and integrity; Collaborates with network staff to ensure smooth and reliable operation of software and systems for fulfilling business objectives and processes;
- Monitors and tests system performance, prepares and delivers system performance statistics and reports;
- Conducts research on software and systems products to justify recommendations and to support purchasing efforts;
- Expertise to develop, deploy and maintain all aspects of the entire SQL Server Business Intelligence Technology stack including SQL Server database engine, SQL Server Integration Services, SQL Server Reporting Services and SQL Server Analysis Services;
- Works with vendors to ensure systems are deployed correctly;

Windows Systems Administrator:

- Optimizes Windows servers and related components to achieve high availability and performance of the various business applications supported. This includes planning, installing, configuring, administering, securing and tuning Windows pertain systems and components across the organization in a timely and efficient manner;

<u>Administrative:</u>

- Garners knowledge of applicable policies and procedures as well as the ability to complete required forms and reports, legible, timely, and accurately;

<u>Operational Management:</u>

- Follows best practices and standards for DBA procedures and documentation;

<u>Project Management and Guidance:</u>

- Manages projects requiring collaboration with other teams and organizations;
- Must present recommendations to leadership in a clear and effective manner;

Other Duties as assigned.

**Minimum Qualifications:**

- A bachelor's Degree in Computer Science or related scientific or engineering field is required and two years of experience in designing, deploying and programming SQL Server 2008R2 databases or the equivalent combination of education, training, and experience from which comparable skills can be acquired;
- Experience in supporting Windows environment. Including new installs, upgrades, patch application, backup and recovery planning and implementation, troubleshooting and problem resolution and performance tuning;
- Candidate should have in-depth knowledge of data communications networking hardware, computer operations, production scheduling, physical security, quality assurance and change control;
- Must be willing to support mission-critical database and application infrastructure 24x7x365, this includes participation within an on-call schedule as necessary;
- Experience using Performance Monitor and similar tools to optimize server performance;
- Knowledge of "best practices" of DBA standards and procedures is a must, along with strong trouble-shooting skills and implementation or preventative maintenance;
- Must have the ability to manage multiple projects and requests at one time;
- Must possess excellent oral and written communication skills.

**Preferred Qualifications:**

- Microsoft Certifications (MCDBA, MSCA, MCP, etc) with scripting/programming knowledge is preferable;
- Experience in the healthcare domain or with Healthcare Data Warehousing;
- Experience with large SQL Server 2008R2 and above versions database management and planning;
- Possess an understanding of healthcare delivery and its associated administrative processes;
- Excellent communication skills.

As per Northwestern University policy, this position requires a criminal background check.  Successful applicants will need to submit to a criminal background check prior to employment.