



**Job Specification**

**Job Title: Database Administrator, Associate**  
**BCAT Code: 462X AA**  
**Pay Grade: G16**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Provides entry-level technical support for client/server databases. Technical support will include assisting in the installation, maintenance, analysis, tuning, and troubleshooting of databases systems.

**Examples of Duties**

- Installs and maintains vendor supplied databases systems/tools/utilities, and development and reporting tools.
- Assists in analyzing, tuning, and troubleshooting database system performance.
- Assists in designing, developing, and maintaining specialized software applications.
- Provides end-user or client support for database systems.
- Updates existing database architecture upon request.
- Provides consulting and training to GSU staff.
- Performs other Client/Server Database duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of integrated systems and relational database concepts and systems.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows, UNIX, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and two years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*