



DATABASE ADMINISTRATOR

The Mathematical Association of America (www.maa.org) seeks a Database Administrator (DBA) to serve as the main technical resource to manage all databases within the MAA. The DBA develops, maintains, and optimizes all in-house databases with emphasis on availability, reliability, scalability, and security. This includes maintaining a 24x7x365 production environment for customers and members.

The DBA will maintain, tune, back up, recover, and extract data and write reports, create interfaces, and manage all aspects of the database technology. He/she works with management to provide dashboards, BI reports, data extracts, and in general provide usable information using data stored in production databases. In addition, this position creates and modifies reports in BusinessObjects and Web Intelligence.

The DBA provides systems administration for the Association Management System (AMS); this is currently Personify. This includes all aspects of installing, administering, and supporting the AMS. In addition, this position administers e-business functions relating to the delivery of data over the web. The DBA has responsibility software upgrades and ensures data integrity, as well as coordinates with other departments and vendors regarding data integrity and accuracy.

Finally, the DBA provides technical support to various grant-funded programs and serves as a backup to the Network Administrator.

The DBA reports to the Director of Information Technology and works closely with the other two IT staff members, a Webmaster and Network Administrator.

The successful candidate must have:

- A Bachelor's degree;
- A minimum of 8 to 10 years of experience in IT of which at least 5 years specializing in databases;
- Strong interpersonal and communication skills as well as close attention to detail.
- Expert knowledge of MS SQL Server, relational database design, data modeling, performance tuning, indexing and scripting;
- Solid knowledge of Association Management Systems;
- Knowledge of command line SQL, stored procedures and Business Objects ;
- Basic HTML and XML ;
- Basic experience with storage Area Networks (SAN's) and virtualization.

Excellent benefits, salary commensurate with credentials and experience.

The Mathematical Association of America, located in the historic Dupont Circle area of Washington DC, is the largest professional society that focuses on mathematics accessible at the undergraduate level. For more information about the Mathematical Association of America, see www.maa.org.

Please email cover letter, resume, and salary expectations to:

Calluna Euving, Chief of Staff
E-mail: hr@maa.org