

**DELTA SIGMA THETA SORORITY, INC.**  
**A Service Sorority**  
**Grand Chapter**

**VACANCY ANNOUNCEMENT**

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<b>TITLE:</b>	Junior Database Administrator	<b>OPENING DATE:</b>	December 1, 2016
<b>DEPT:</b>	Technology Services	<b>CLOSING DATE:</b>	Open Until Filled
<b>WORKSITE:</b>	1707 New Hampshire Ave., N.W. Washington, DC 20009	<b>NO. OF VACANCIES:</b>	One (1)
<b>SCHEDULED HOURS:</b>	Full-time, 40 hours per week	<b>FLSA CLASS:</b>	Exempt
<b>SALARY:</b>	Commensurate with experience, plus benefits		

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**POSITION PURPOSE AND SUMMARY**

The Junior Database Administrator works extensively with the entire Headquarters staff to design, test, program logic, code programs, program documentation and preparation of programs for computer operations.

**DUTIES AND RESPONSIBILITIES**

1. Monitors production programs for expected performance and responds to errors and emergency problems.
2. Works within specifications provided to meet programming assignment goals and objectives in a timely and accurate manner.
3. Takes independent action to correct problems encountered during systems operations within authority level granted by the Technology Coordinator.
4. Assists in studying and analyzing data processing functions, methods and procedures, and makes recommendations concerning the feasibility of revising existing programs or adapting new applications to data processing operations that will more effectively use MIS resources.
5. Develop, test and implement database development solutions
6. Support the development, testing, and production environments
7. Create database objects (tables, indexes, etc.)
8. Write database stored procedures, functions and triggers
9. Perform database tuning and performance monitoring
10. Perform general database troubleshooting
11. Implement and maintain the database design
12. Setup and maintain documentation and standards
13. Interface with vendors for technical support
14. Produces procedural documentation as required.

**REQUIRED QUALIFICATIONS**

1. Bachelor's degree in computer science or information systems
2. Knowledge of data processing system design methods, techniques and standards.
3. Three or more years' experience using MySQL Workbench, Microsoft SQL Server 2014, Crystal Reports, and SSRS.

## **QUALIFICATIONS CONSIDERED A PLUS**

1. Three or more years' experience supporting .NET Framework and Apache applications.
2. Experience working for a non-profit organization.
3. Experience with iMIS

## **WORKING CONDITIONS**

1. Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event.
2. Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
3. Work performed in an office/sedentary environment; however, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, DC 2000.

*Before applying, please visit our website at [deltasigmatheta.org](http://deltasigmatheta.org) to familiarize yourself with our mission.*

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements.

**Submissions that do not include all of the requested information will not be considered.**

**Delta Sigma Theta Sorority, Inc.  
1707 New Hampshire Avenue, N.W.  
Washington, DC 20009  
Attn: HR Manager  
Or email: [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**