

## Oracle Database Administrator

Information Technology Services (ITS)

Position Description

Supervised by: Director, Information Technology Services Strategy

Status: Full-Time / Exempt

Location: InterVarsity's National Service Center (NSC) - Madison, WI

**To advance the purpose of InterVarsity, this position will** be responsible for management and support of Oracle database systems, data quality and business applications.

### MAJOR RESPONSIBILITIES

#### Personal:

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world

#### Manage databases systems and applications:

- Support, tune and administer the Oracle database environment and applications
- Understand, research, and support database reporting and application development tools
- Resolve production problems that affect ministry's ability to conduct business
- Take immediate action to remedy database, application and data integrity problems
- Devise or modify operating procedures or software code to solve complex problems considering computer equipment capacity and limitations, operation time, and desired results
- Integrate data and workflows among multiple complex business systems
- Manage development projects according to budgets, schedules and objectives
- Help clients effectively access data and use data access and reporting tools; provide training as needed
- Promote client departments to take responsibility for information management and effective use of data
- Contribute to the development of information policies to promote compliance with security standards
- Become the default primary technical source within the company for database systems

#### Contribute to the effectiveness of the Information Technology Services team:

- Be responsible for good stewardship and organization of time, money, systems, and materials
- Plan and manage projects for on-time, on-budget completion using ITS project management methods
- Advance personal and ITS state of the art competency through study, training, conferences, research and experimentation
- Maintain positive working relationships with other team members and clients
- Maintain posted office hours during normal working hours, with telecommuting as allowed by supervisor
- Participate in the spiritual life of the NSC, such as chapels, prayer sessions and community events
- Develop a prayer and financial support team and an agreed upon funding goal

### QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required; major in Information Technology or related skill set preferred
- Effective oral and written communication skills
- Demonstrated ability and commitment to work in a diverse team environment
- Ability to handle all matters in a confidential manner
- Evening and weekend availability for special projects and on-call for emergencies
- 2+ years experience at managing databases and developing software required
- Good working knowledge of process analysis training required
- Oracle Database 11i Release 2 (and current versions)
- Linux, Solaris (or other Unix version), and Windows operating systems

- A working knowledge of these technologies preferred:
  - Oracle Portal, PL/SQL and related development tools
  - Database design, normalization and performance tuning; data structures and quality control
  - Oracle Virtual Manager
  - Software development techniques
  - Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook)
  - TCP/IP Networks and Internet related protocols
  - Internet Security practices
  - Project Management

# Oracle Database Administrator InterVarsity Christian Fellowship/USA

## Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)