

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Database Manager
Office of Information Technology
Regular Full-Time Position
Position Number 364000**

General Description

The Database Manager functions under the general guidance and supervision of the ERP Systems Administrator and is responsible for the day-to-day operations of the campus Banner/Oracle databases and serves as System Administrator on the Solaris Operating System. This includes installing software and third-party software, monitoring system performance, assisting users with problems, developing new applications and training new users.

Primary Duties and Responsibilities

- Perform all SungardHE Banner installations, upgrades, patches, and configuration changes, including monitoring and tuning of databases.
- Perform Oracle installations, upgrades, maintenance and security patches.
- Monitor database server system utilization to ensure that databases are functioning normally.
- Maintain all university SQL databases on the various Microsoft servers.
- Ensure that all SQL databases are on regular backup and maintenance schedules.
- Ensure that RMAN hot and cold backups are performed on all database instances and moved to tape.
- Ensure that tablespaces are adequately sized for standard growth.
- Ensure ODS/EDW load and refresh jobs complete successfully on a daily basis.
- Install, configure, and maintain Runner Technology Clean Address software.
- Install, configure, and maintain Evisions Argos Reporting Web tool on a Windows environment.
- Ensure that monthly patches are installed for the Clean Address software before expiration date.
- Ensure that Operating System level backups are performed on all system drives and backed up to tape.
- Perform full clones of the production databases, code structure, forms server, and self-service packages.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of Oracle and Microsoft SQL Server databases and application servers.
- Knowledge of SungardHE Banner software and applications.
- Knowledge of the Solaris Operating System.
- Knowledge of RMAN backups and restore operations.
- Knowledge of Oracle Client software on Windows environment.
- Knowledge of Evisions Argos reporting tool, Intellectcheck and Form Fusion products.
- General knowledge of Touchnet product as installed on the Banner Systems.
- Ability to execute startup and shutdown procedures for all Banner applications and third-party software.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.

Essential Functions continued

- Ability to handle multiple tasks simultaneously.
- Ability to professionally present instruction in a classroom environment.

Required Minimum Qualifications

- Bachelor's degree in computer science, mathematics, information systems, or business.
- Previous work experience with Oracle 11g databases, Microsoft SQL Servers, Solaris Operating System, AppWorx job scheduling software and ODS/EDW application.
- A background check will be required of the successful applicant.

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