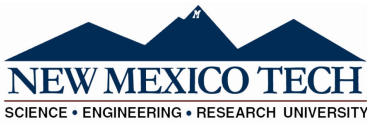


Posted: September 17, 2024



POSITION ANNOUNCEMENT

TITLE: ORACLE DATABASE ADMINISTRATOR

DEPT: ITC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$88,000-\$94,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: September 25, 2024*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Install, maintain, and update the Oracle Database software and Ellucian Banner software. Managing the Oracle & Banner user lifecycle, creating new users, terminating users, and modifying users as necessary.

JOBS FUNCTIONS:

Banner User Account LifeCycle (Includes Setup, Termination, Review and Modification of Banner Users). 20%

Installation, Upgrades, Patching, and Maintenance of Oracle DB (inc Tuning, monitoring, capacity, etc). 20%

Planning, Installation and Maintenance of Banner software and associated software systems. 40%

Assisting programmers and users in the resolution of applications and related. 10%

Implementation of security standards. 5%

Documentation of procedures. 5%

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school- Information Technology, Data Processing, Computer Science or related discipline and at least 6 years of directly-related job experience. Knowledge of Oracle Database Software. Knowledge of Ellucian Banner Software Systems. Must be a US Citizen and be able to pass a criminal background check/CJIS certification.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Information Technology, Data Processing, Computer Science or related discipline and at least 6 years of directly related job experience OR 4 years directly-related IT job experience. Knowledge of Oracle and/or RedHat Linux Operating Systems. Ability to determine server computer problems and to coordinate hardware/software solutions. Ability to provide operational guidance to technical staff in area of expertise.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 10%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu