

Clark Atlanta University

Job Description

Position Title:	Senior Database Administrator
Department:	Office of Information Technology
Reports To:	Enterprise Applications Manager

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Senior Database Administrator (Senior DBA) is responsible for the design, administration, security, performance, and availability of the University's enterprise database environment and associated enterprise applications. This role ensures the reliability, integrity, and performance of Banner and its associated databases while supporting mission-critical systems, including Student Information Systems (SIS), finance, human resources, financial aid, advancement, learning management, and institutional reporting. The Senior DBA implements database best practices, backup and disaster recovery strategies, performance optimization, and security controls while partnering with application, infrastructure, cybersecurity, and analytics teams to deliver secure, reliable, and scalable data services that advance the University's academic and administrative mission.

Examples of Duties and Responsibilities:

- Administer, monitor, optimize, and secure the Ellucian Banner ERP database environment, ensuring high availability and performance
- Manage Microsoft SQL Server, Oracle, and cloud-based database platforms supporting Banner and other enterprise applications
- Ensure database availability through backup, recovery, replication, business continuity, and disaster recovery planning
- Optimize database performance, troubleshoot complex issues, and support Banner upgrades, patches, integrations, and data migrations
- Collaborate with functional teams, application administrators, and vendors to support Finance, Human Resources, Student, Financial Aid, Advancement, and other Banner modules
- Support enterprise reporting, data warehouse, analytics, and system integration initiatives by maintaining secure and reliable data environments
- Implement database security controls, encryption, access management, auditing, and compliance with institutional policies and applicable regulations
- Develop and enforce database standards, governance, and operational best practices.
- Monitor database health, capacity, and lifecycle planning, recommending enhancements that improve scalability, resilience, and operational efficiency
- Provide technical leadership on database architecture, optimization, and industry best practices

Knowledge, Skills and Abilities

- Expertise in Oracle Database, Microsoft SQL Server, Azure SQL, or comparable enterprise database technologies
- Strong knowledge of database security, high availability, backup and recovery, scripting, automation, and performance tuning
- Experience supporting Banner integrations, reporting tools, and enterprise data warehouse environments is highly desirable
- Excellent analytical, communication, collaboration, and customer service skills with the ability to support a diverse university community
- Experience supporting Ellucian Banner ERP in a higher education environment preferred

Minimum Hiring Standards:

Education	Bachelor's degree in Computer Science, Information Technology, or a related field.
Years of Experience Required	Seven (7) or more years of progressively responsible database administration experience supporting enterprise systems
Years of Management/Supervisor Experience	N/A
Preferred Experience	Experience supporting enterprise applications in a higher education or similarly complex organizational environment.
Certifications (Preferred)	Microsoft SQL Server, Oracle Database, Microsoft Azure, AWS, or other relevant database or cloud certifications.
Position Competencies	Technical Leadership, Analytical Thinking, Problem Solving, Communication, Collaboration, Attention to Detail, Accountability, and Continuous Improvement.

Working Conditions:

- Work is performed in a standard office environment.
- Position requires extended periods of sitting and computer use.