

AUB

JOB DESCRIPTION

JOB TITLE: Assistant Database Administrator **DEPARTMENT:** Office of the Registrar

DIVISION:

SECTION:

1. BASIC FUNCTION:

Prepares reports and retrieves data as requested. In charge of the clearance process. Assists in registration. Activates and resets pin codes.

2. DUTIES PERFORMED:

- a. Prepare reports with accompanying tabular, graphic, and statistical contents.
- b. Retrieve data as requested.
- c. Assist in the documentation of the Registrar's Office processes.
- d. In charge of the Clearance process.
- e. Enters degrees, thesis/project titles, results and date upon request.
- f. Assists in the Registration Process.
- g. Assists in activating SIS pin codes for students and faculty.
- h. Assists in resetting pin codes.
- i. Understands and maintains confidentiality and sensitivity of work.
- j. Performs other relevant tasks assigned by the Registrar and/or immediate supervisor.

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3. WORK CONTACTS:

Regular contacts with staff at the Registrar's office for coordination purposes.

4. INDEPENDENCE OF OPERATION:

Reports to the Assistant Registrar for Computer Affairs.

Works according to established procedures and standards. Supervisor spot-checks work at regular intervals.

5. SUPERVISORY RESPONSIBILITY:

None.

6. PHYSICAL EFFORT:

Slight physical effort involving sitting and standing for prolonged periods of time.

7. WORK CONDITIONS:

Clean and pleasant.

8. MINIMUM REQUIREMENTS:

- a. Bachelor' degree in Computer/Business related field or equivalent from an accredited university
- b. Good knowledge of MS Office (Excel, Access, Word)
- c. Good communication and teamwork skills.
- d. Effective verbal and written English skills.