

**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.