



Job Title: SQL and SharePoint Administrator (University Level)

Job Classification: Exempt

Closing Date: Position open until filled

Reporting Responsibility: Reports directly to the IT Director of the University

Responsibilities:

The SQL and SharePoint Administrator is responsible for the support and maintenance of the SQL databases associated with university level function including ERP, accounting and data warehousing. Microsoft SharePoint Site Administration and content deployment/development. The SQL and SharePoint Administrator will also be responsible for the development of SQL reports, both stand alone and within the SQL Server Reporting Services environment. Deliverables are a data warehouse, CNU dashboard type executive report, a report menu that can generate scheduled reports and on demand pre-formatted reports, and custom ad hoc reports with drill-down, graphing capability, subject to CNU's approval and acceptance.

The SQL and SharePoint Administrator will create, build and maintain different database schemes most suited for data warehousing and can utilize SharePoint and PerformancePoint to build dashboards and scorecards.

As a member of the Information Technology team, the SQL and SharePoint Administrator will also assist with customer support and serves as a resource to the department and the organization for SharePoint and SQL related issues to support the company's business objectives including understanding and interacting with different departments in regards to data processes and application of data resources. Develop and implement systems and processes to establish and maintain records for the IT Department; maintain compliance with departmental security, audit procedures, and CNU policies, develop and maintain emergency/disaster preparedness and recovery plans.

Required Qualifications:

- Candidate possess 3+ years experience as a SQL administrator.
- Must be proficient in programming with SQL databases and in SQL environment.
- Must be proficient in developing and deploying SQL reporting and SQL scripting.
- Must possess 1+ years experience working with Microsoft SharePoint Server 2010/2013 environments and managing content.
- Must be comfortable with using and the function of PerformancePoint within SharePoint for monitoring and to analyze data (business need).

- Can build dashboards and scorecards in MS SharePoint.
- Deliver user enabled reports within the university systems for key stakeholders.

Desired Qualifications:

- Understanding of data warehousing concepts and connecting disparate sources.
- Understanding of how to build star and snowflake “schemed” databases or other different data models.
- Proficient in Microsoft SQL Server Analysis Services (SASS) and understanding and experience of OLAP, data mining and other uses related to business intelligence and data warehousing.
- ASP and HTML programming.
- Excellent communication skills for interaction with faculty, staff and administration with an understanding and creative personality.
- Experience with ERP systems or stand-alone financial and HR systems.
- Experienced with technical writing for documentation and instructions on processes.
- A candidate who upholds a focus on security of information.

Additional Requirements:

Possession of a valid California Class C Driver’s license may be required. Independent travel between work sites or facilities may be required.

Performance Expectation/Mission:

Shares in and displays a commitment to the mission and philosophy of the University in providing excellent IT service. Actions and decision-making exemplify the mission, demonstrate cultural sensitivity, dedication, compassion and are in the best interests of CNU, its faculty and students.

Teamwork:

An SQL and SharePoint Administrator demonstrates the ability to work harmoniously with others to accomplish tasks, promotes positive work environment and respect for others; resolves issues and conflicts. This position is required to communicate effectively with others and provides constructive suggestions to improve team performance.

Leadership: Acts in a self-directed manner; takes action before being directed by others or forced by events. Seizes opportunities and is proactive in avoiding potential problems.

Applicants should submit:

- Cover letter of interest that address qualifications, experience and career goals
- Resume
- List of professional references

Please send application materials to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encourage to apply. For more information please visit our website at www.cnsu.edu.