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**Job Announcement**

**Position:**  Database Management Assistant

**Location:** Murphy Campus – Waco, GA

**Department:** Information Technology

**Reports to:** Database Administrator

**FLSA Designation:** Exempt

**Nature of duties:** Under general supervision, manages multiple databases to meet the information needs of the division and unit. Assist Banner Database Administrator with timely completion of major projects, system upgrades, system maintenance and problem resolution. Provide training and technical assistance to end users. Generate regular and ad hoc reports for management and staff.

**Minimum Qualifications:**

* Associate’s degree in a related area **OR** High school diploma or equivalent \*and\* Three (3) years of work related experience.

**Preferred Qualifications:**

* AS Degree in Computer Information Systems, Management Information Systems, or related area, and one year of professional experience in the field of Information Technology OR five years in the field of Information Technology.
* Experience providing training and technical support for computer application user.
* **Technical experience collecting, organizing and analyzing data, including generating reports and using spreadsheet applications.**
* Functional knowledge of SunGard Banner software
* Experience in UNIX systems administration and operations
* Experience in SQL and/or HTML Programming

**Salary/Benefits:** Low $40’s / commensurate with previous work experience. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). *Unofficial transcripts, resume and proof of applicable certifications/licensures are required for consideration.*

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.