JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position:</th>
<th>Database Administrator</th>
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<tr>
<td>Unit:</td>
<td>IT</td>
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<td>Reports to:</td>
<td>Head of IT</td>
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<td>Direct Reports:</td>
<td>As per office structure</td>
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<td>Application Deadline:</td>
<td>8 October 2020</td>
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We are looking for a dynamic, self-starter who can provide support at an administrative level, with excellent oral, written, CRM and database skills. The successful candidate will be expected to hit the ground running, be self-motivated and be able to pick stuff up fast.

**Position Outline**
The Database Administrator will take care of computer database systems so that the right person can get the information they need at the right time. S/he will be working within a small team of three and will be used to being the first point of contact with enquiries and will be expected to prioritise her/his workload accordingly.

**Position Particulars**

- working with database software to find ways to store, organise and manage data
- troubleshooting
- keeping databases up to date
- helping with database design and development
- managing database access
- designing maintenance procedures and putting them into operation
- ensuring that databases meet user requirements
- liaising with registry and operational staff, IT staff and other staff in the University
- managing database security/integrity and backup procedures
- implementing security measures
- defining objectives through consultation with staff at all levels
- writing reports, documentation and operating manuals
- testing and modifying databases to ensure that they operate reliably
- archiving data

**Qualifications and Experience Required**

- Educated to a degree level, or equivalent
- Experience of working with a complex or large database
- At least 1 year’s experience in a similar role
- Advanced Excel skills
- Good skills in the other Microsoft Office suite of programmes
- Experience of using data to create regular and bespoke reports and dashboards
• Confident with working with large or large CRM databases
• Excellent communication and interpersonal skills (both written and verbal, with a friendly and professional telephone manner)
• Well organised with strong attention to detail
• The ability to prioritise tasks
• Problem-solving skills
• Collaborative working style and team worker
• Communication and interpersonal skills
• Ability to work independently

**We Offer**
• Professional & multicultural working environment
• Attractive compensation package
• Comprehensive Group Insurance
• Other benefits as per AUW HR policy

**To Apply**
Interested applicants should send their CVs along with a Cover Letter detailing how their qualifications, skills, abilities and experience meet the specific requirements of the role as outlined in the job description; and two references (Name & Contact Information) addressing to the Chief Financial Officer via email at hrd@auw.edu.bd. Please mention the position applied on the subject line. The review of applications will begin immediately. Only short listed candidates will be contacted.