

CU-Boulder Job Posting Template

For Officer/Exempt Professional Positions

All job announcements must be approved by Employment Services prior to posting.

University of Colorado Boulder Database Manager Civil, Environmental & Architectural Engineering [Job Posting # RF01226]

Position Description: The Civil, Environmental & Architectural Engineering Department seeks a **Professional Research Assistant** to serve as the database manager of a National Science Foundation-funded Sustainability Research Network (SRN) grant titled “Routes to Sustainability for Natural Gas Development and Air and Water Resources in the Rocky Mountain Region.” For the four-year duration of the project, the database manager will handle all database components of the project, including operational management of the database and communication with project participants, in collaboration with the SRN personnel in charge of data management activities.

Job Responsibilities: This position will be responsible for:

- Developing a relational database system for physical, chemical, and social science data.
- Adding new data to and maintaining the relational database
- Creating and managing a web interface to access database
- Communicating the availability of data to the SRN team and to the public including land use managers
- Working with internal and external entities to acquire and share data
- Reporting on database development, function and progress in written and oral forms
- Contributing to other data and website related projects as needed
- Educating the project personnel and students on database use and capabilities

Required Qualifications: The required qualifications listed in the job posting should match those listed in the Minimum Requirements section of the position description.

Required Qualifications:

- *A bachelor's degree*
- *Two years of experience in database management*
- *Demonstrated ability to develop a relational database*
- *Working knowledge of a relational database management system such as MySQL or Microsoft SQL Server*
- *Web development/interface experience*
- *Familiarity with XML, basic UNIX commands, and scripting language to pre-process data such as Python, MATLAB, etc.*

Required Competencies: The required competencies are those minimum qualifications that cannot be assessed by reading an application alone, however are required to successfully perform the duties of the position.

Required Competencies:

- *Excellent interpersonal skills; ability to represent the university and the SRN project in a professional manner with tact and diplomacy; interest in the subject of the research project*
- *Ability and willingness to accept direction and input from multiple supervisors and team members*

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Desired Qualifications: The desired qualifications listed in the job posting should match those listed in the same section of the position description.

Desired Qualifications:

- *Master's degree in a related field in engineering, environmental science, and/or social science.*
- *Experience working with environmental science datasets*
- *Familiarity with national and international data initiatives*
- *Familiarity with GIS interfaces and databases*

Special Instructions to Applicants: This section should include additional application instructions, posting deadlines, contact information and salary or benefits information (see example below):

Application Instructions: Applications are accepted electronically at: www.jobsatcu.com, posting # RF01226, and must include:

- 1) A letter of application which specifically addresses the job requirements and outlines qualifications
- 2) A current CV/resume
- 3) The names, addresses, daytime telephone numbers and e-mail addresses for three professional references
- 4) Note: The final candidate will be required to provide proof of completed academic degree in the form of a transcript or diploma copy (include if a completed academic degree is a minimum requirement for the position)

Application Deadline: Applications submitted by April 2, 2014 will receive full consideration.

Questions may be directed to melissa.dozier@colorado.edu

Salary and Benefits: For this 100% position, annual salary range is \$70,000 to \$80,000. The University of Colorado offers a full benefits package. Information on benefits programs, including eligibility, is available at www.cu.edu/pbs/. For additional information about the University of Colorado at Boulder, go to: www.colorado.edu/about/ataglance.html.

The University of Colorado Boulder is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations for this position include criminal background check.

The Immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.

The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, persons with disabilities and veterans. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting Employment Services at (303) 492-6475.