



| | |
|-------------------|----------------------|
| Title | Database Coordinator |
| Department | IT |
| Reports to | IT Manager |
| Hours | 9:00 am – 5:00 pm |

Job purpose

The Database Coordinator will work closely with the Business Analyst in oversight of the administration, maintenance, and support for the ISSA association management system (AMS) database. This role will be involved in database enhancements, system configuration, reporting, and troubleshooting any issues on behalf of the users in all departments at ISSA.

One of the primary responsibilities will be List support, creating and compiling sometimes complex lists from our databases for use of multiple departments. This role will also help oversee a data-cleansing project managing work our interns are performing

Preferred Skills

- Creative problem solver
- A plus: Experience with APEX, Oracle technologies, JS frameworks, PHP, MySQL, other languages
- Ability to document code and processes
- Identify, understand, communicate, and fix desired functionality.
- Review, and communicate plans for solutions and quality assurance

Duties and Responsibilities

- Work with Business Analyst / AMS vendor to assist with reporting, customizations, and resolve system issues
- Work with staff to identify database needs.
- Test and coordinate configurations and modifications.
- Coordinate training for staff on new and existing features of the AMS
- Assist with reporting systems/reports.
- Work with manager to troubleshoot and correct issues as they arise.
- Assist with implementing 3rd party integrations.
- Assist with implementing 3rd party integrations.
- Other duties as specified

Key Competencies

- Outstanding team oriented individual – work well with others
- Communicates effectively, both written and verbally
- Experience working with external vendors or contract employees
- Outstanding attention to detail, organization and juggling simultaneous deadlines
- Experienced in analyzing data for reporting and drawing business conclusions, a plus
- Applied knowledge of database systems
- Experience with Association Anywhere, Fonteva or other AMS system, a plus

Skills and Qualifications

- Bachelor's degree
- Minimum one year (three preferred) of database experience
- Basic knowledge of SQL programming
- Experienced in problem solving, presenting technical information, attention to detail

Working conditions

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position **may** be required to attend the annual trade show for a week which will consist of travel and overnight stay.

Direct reports

No direct reports.

ISSA is an equal employment opportunity company.

ISSA • 10275 W. Higgins Road, Suite 280 Rosemont, IL 60018 • 847.982.0800 • issa.com