Bemidji State University and Northwest Technical College
invite applications for the position of:

Data Base Administrator/Integration Specialist

MAPE JOB POSTING

CLASSIFICATION:	Information Technology Specialist 3 – (PCN 01117116)
OPENING DATE:	February 26, 2024
INTERNAL BID DEADLINE:	Monday, March 4, 2024, at 4:30 p.m.
CLOSING DATE:	Tuesday, March 19, 2024, at 11:59 p.m.
POSITION LOCATION:	Bemidji State University / Northwest Technical College
JOB TYPE/SCHEDULE:	Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
PAY RANGE:	Depends on Qualifications; current pay range is $31.47 – $51.73 per hour

BEMIDJI STATE UNIVERSITY (BSU) and NORTHWEST TECHNICAL COLLEGE (NTC) invite applicants to join our Information Technology Services (ITS) team as a **Data Base Administrator/Integration Specialist**. BSU and NTC are members of the Minnesota State system of colleges and universities and employ more than 500 faculty and staff.

The **Data Base Administrator/Integration Specialist** provides technical expertise in the analysis, design, development, testing, implementation, and maintenance of applications and database systems in support of the academic and administrative information technology requirements for Bemidji State University (BSU) and Northwest Technical College (NTC). Additionally, the position provides online, real-time and ad-hoc data reporting using university and Minnesota State Colleges and Universities (Minnesota State) relational databases.

Responsibilities of the Data Base Administrator/Integration Specialist include:

- Administering database systems utilizing industry standards for the analysis, design, testing, implementation, and maintenance while integrating database system tools and applications to optimize security, effectiveness, and efficiency. Overseeing the integration of Minnesota State operational data with other BSU and NTC database systems. Monitoring current and plan for future resource requirements to ensure database systems can handle expected workload and growth. Providing input to the development of guidelines, policies, and procedures for data management and adhere to Minnesota State security guidelines. Participating in the development of Disaster Recovery and Business Continuity Plans as it pertains to database and application recovery. Participating in data governance initiatives. Ensuring that databases are tuned for optimization, provide data integrity, are backed up, maintained, and secure. Inclusion in the user provisioning and de-provisioning process are part of expected outcomes.

Percent of Time: 40%

- Developing and maintaining system and software integrations and components, including but not limited to; application to application integrations, services, internal and external APIs, file transfers, and EDI and SQL queries. Collaborating with appropriate instructional and technical staff to support, manage, and optimize the use of software to support quality teaching and learning. Working with end users to understand data requirements. Providing comprehensive solutions that meet the requirements of end users. Ensuring seamless communication and data exchange. Ensuring different systems work together and that new software programs are compatible with existing software. Developing and maintaining system and software integrations and components, encompassing various functionalities such as application-to-application integrations, services, both internal and external APIs, file transfers, and handling of EDI and SQL queries. Collaborating closely with instructional and technical personnel to effectively support, manage, and enhance software utilization in facilitating high-quality teaching and learning experiences. Engaging with end users to ascertain their data requirements and deliver comprehensive solutions that fulfill their needs. Ensuring smooth communication and data exchange across different systems, guaranteeing compatibility between new software programs and existing ones.
Percent of Time: 40%

- Developing applications in support of academic and administrative business requirements to include all phases of application development: analysis, design, testing, implementation, maintenance, documentation, and training. Conducting analysis of business processes to ensure the integration of multiple programming languages, tools, databases, operating systems, and platforms are in alignment with the requirements of the various business and academic units. Provisioning and de-provisioning of data access levels for information security integrity will be provided to ensure the stability of mission critical applications for BSU, NTC and Minnesota State. Ensuring that expected outcomes include applications developed to meet design and functionality requirements and align with business objectives. Outcomes also include maintaining applications for a secure, robust, and stable computing environment.
Percent of Time: 5%

- Providing programming to extract, store, manage, and report data from the Minnesota State ERP and databases in an appropriate format. Working with business analysts to derive functional requirements broken down into appropriate table sources, schemas, relationships, application design, and data presentation format. Developing and implementing applications and query sets for self-service and web-based delivery. Creating and organizing documentation for future development, historical information, contingency and life-cycle planning. Ensuring that applications and query sets meet the specified requirements, data is presented in a useful and easy-to-understand format. Expected outcomes include providing a secure environment, ensuring data integrity, data efficiency and life-cycle planning.
Percent of Time: 5%

- Professional development and continuous improvement will be obtained by attending conferences or participating in web-based training. Professional development and continuous improvement will also include obtaining knowledge of current technology trends by reviewing trade publications, software and hardware documentation, and participation in professional IT organizations through personal attendance, e-mails, and newsletters.
Percent of Time: 5%

- Performing other duties as assigned to ensure the continuity of operations of the Information Technology Services department for BSU and NTC.
Percent of Time: 5%

Minimum qualifications for this position include:
- Bachelor's degree in computer science, computer information systems, or related degree and at least 2 year of professional database administration, software integration or application development experience; or 4 years of professional database administration, software integration or application development experience.
- Experience and knowledge of relational database design and creation which includes table design and creation, joining logic, developing stored procedures, and database optimization using one of the following database engines: Oracle, MSSQL Server, or MySQL
- Experience in application development that integrates multiple programming languages, data sources, operating systems, and platforms into single solution systems.
- Experience programming to extract, store, manage, and report data.
- Demonstrated written and verbal communication skills sufficient to write technical documentation in a concise manner and convey technical information using non-technical language.

Preferred qualifications include:

- Experience and knowledge with Minnesota State databases.
- Experience and knowledge with MSSQL Server, MySQL, Visual Studio, .Net, XML, and Microsoft Access
- Demonstrated interpersonal and analytical skills to work closely and effectively with customers in the design, development, and ongoing support of application and reporting systems to support the business needs of the institution.
- Demonstrated skills with critical and strategic thinking, planning, project management, and problem-solving.
- Ability to establish priorities on multiple projects to meet deadlines while paying attention to details.
- Ability to lead and work as part of a team, as well as independently toward assigned goals.
- A demonstrated commitment to the principles of diversity, equity, inclusion, and anti-racism.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply for **Vacancy Posting 74277**, on the Minnesota Management & Budget (MMB) website:
http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

Internal Bid Process - Open for Bids from eligible MAPE members from 2/26 – 3/4/2024. Any current employee interested in this position and eligible to bid should submit a Bid Application by 4:30 p.m. on Monday, March 4, 2024, to Mary Miller in the HR office at mary.miller@bemidjistate.edu. The bid form may also be found on the Human Resources website.

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, this posting may be closed due to contractual obligations.

Inquiries about the position:
Marie Bock, Interim Chief Information Officer
marie.bock@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Mary Miller at
mary.miller@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 4,000 students, Bemidji State offers more than 80 undergraduate majors and nine graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 500. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college's accessible, affordable, hands-on programs also help the region's employers meet their ever-growing need for a highly skilled workforce. NTC serves around 1,000 students with an excellent

education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, Northwest Technical College is a short distance from Lake Bemidji, and both campuses are just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants. students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu and https://www.ntcmn.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Other Resources:

- Visit Bemidji – https://www.visitbemidji.com/
- 218 Relocate / Greater Bemidji – https://www.218relocate.com/
- Bemidji Area Chamber of Commerce – https://www.bemidji.org/
- Explore Minnesota – https://www.exploreminnesota.com/article/top-things-to-do-bemidji

---

Statement of Notice

Bemidji State University and Northwest Technical College prohibit discrimination and sexual violence of any kind. Contact the Center for Civil Rights Investigation Office if you have concerns regarding discrimination

and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](), all universities and colleges must provide contact information of their Title IX Coordinator.

Megan Zothman, Campus Human Resources Officer & Title IX Coordinator
Email: [TitleIX@bemidjistate.edu]() or [Megan.Zothman@BemidjiState.edu]()
Phone: (218) 755-2502
1500 Birchmont Drive NE, Deputy Hall, Room 335, Bemidji, MN 56601

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.