

Seeking Applicants for Graduate Student Assistant To Work on Graduate Database

Title: Graduate Database Graduate Assistant
Department: College of Engineering Graduate Education

Position Description:

This position has responsibility for maintaining, troubleshooting, and updating the Engineering Graduate Database (GradDB). This database is used by all graduate programs in the College of Engineering to record and analyze graduate student data from time of application through degree completion and beyond. Because of the importance of GradDB to the operation of graduate programs in the College, this position will require a highly skilled, reliable, and discrete person. The position reports to the Senior Director of Graduate Programs. The successful candidate will identify and resolve problems with GradDB, provide training to graduate program staff using GradDB, and add functions to the database.

This appointment will be a .50 FTE (20 hours per week) appointment. The position will work with our current GA to learn the system and then become the primary database administrator when our incumbent graduates.

Specific working hours will be set in consultation with the student, but it is expected that the employee will typically have some working hours each weekday. This position will include summer.

Qualifications / Required Skills:

- Pursuing an engineering graduate degree
- Expected graduation May 2025 or later (later is preferred)
- Extensive knowledge of the Python programming language
- Extensive experience with databases, in particular Oracle and SQL
- Experience with web applications with background in HTML, JavaScript and CSS
- Basic knowledge of working in Linux/Unix environment
- Strong organizational skills
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated
- Able to work independently as well as with a team and a diverse group of individuals
- Able to handle confidential information with discretion. This position has zero tolerance for disclosure of information. Any unauthorized disclosure will result in immediate termination.

Anticipated Start: Summer 2023 or Fall 2023

Compensation: Compensation for the position will be at a rate typical for the student's home department.

To Apply: Please complete the online application and upload your resume by March 31, 2023.
https://purdue.ca1.qualtrics.com/jfe/form/SV_6WmBQcKz8qo7AKa

Questions may be directed to Dr. Janet Beagle (jbeagle@purdue.edu)