

# 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 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 diverse 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.

***Position term:*** Successful candidates will be able to commit to a minimum 2-year appointment through May 2025 including summer. Paid vacation and other benefits apply.

***Compensation:*** Will be at a rate typical for the student's home department.

***To Apply:*** Please complete the online application and upload your resume by August 14, 2023.  
[https://purdue.ca1.qualtrics.com/jfe/form/SV\\_b3eEwq1TBgoavbM](https://purdue.ca1.qualtrics.com/jfe/form/SV_b3eEwq1TBgoavbM)

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