



## Database Administrator (SQL & Oracle)

1 position

### **General Experience:**

- 3 - 5 years of experience in the development and maintenance of database systems
- 3 - 5 years of Microsoft SQL and Oracle experience required
- 3+ years of experience with database management systems, system design and analysis, operating systems software, and internal and data manipulation languages
- DB2 experience a plus

### **Required Experience/Knowledge/Skill:**

- 3+ years of Microsoft SQL Server database administration experience
- 3+ years of Microsoft SQL programming with experience troubleshooting and investigating complex database issues
- SQL tuning experience
- Oracle performance tuning experience
- Windows 2003 and Windows 2008 Server experience
- Experience with managing database software licensing
- Experience with specifying, installing, configuring and supporting related hardware platforms including multiprocessor servers, RAID\SAN storage technology and backup solutions.
- Must demonstrate a level of expertise in a variety of database technical services, including but not limited to data warehousing and backup technologies
- Must have experience in supporting the systems that use Microsoft SQL Server as a data repository.
- Strong analytical and problem-solving skills with an eye for detail.
- Ability to independently research and find creative solutions to problems and share knowledge with other team members
- DBA experience with SQL Server and other DBMS platforms
- Knowledge and experience with database architecture, design, development and best practices including high availability, disaster recovery, normalization to third normal form, query optimization, logical models, physical models, referential integrity, domain integrity, etc.
- DB2 operational support experience, a plus
- DB2 database monitoring and tuning experience, a plus
- Experience with server optimization and consolidation
- Experience with a systems development or project methodology
- Experience working with remote teams

### **Education:**

Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field

**Security Requirements:**

Background checks may include a State Criminal History Record check, a search of the National Sex Offender website, fingerprinting, Child Protective Services (*depending on position*), a local criminal history record check, a Division of Motor Vehicle transcript, a copy of your diploma or transcript (*if required*), and two employment references.

**UACS Equal Employment Opportunity Statement**

Universal Adaptive Consulting Services, Inc. (UACS) is an equal opportunity / affirmative action company providing access to employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, UACS will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the company.



**Project Coordinator Assistant**  
**1 position**

**General Experience:**

- 3 - 5 years of experience Microsoft Office Suite (Word, Excel, PowerPoint, Project, Outlook)
- 2 - 4 years of experience in Customer Service
- 2 - 4 years of experience in project coordination of various IT and Accounting Projects
- Experience with Request for Proposal (RFP) research, writing/editing, printing
- Working knowledge of Microsoft Visio and Access

**Required Experience/Knowledge/Skill:**

- Excellent written and oral communication
- Excellent organizational and time management skills
- Strong attention to detail a must
- Ability to foster a cooperative work environment
- Ability to handle multiple situations effectively while maintaining workflow and being flexible
- Knowledge and understanding of commercial operating principles, practices, and procedures within area of business specialty
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

**Education:**

Associate's Degree from an accredited college or university with a major in Computer Science, Information Systems, Business, or other related or technical discipline or three (3) years of equivalent experience in a related field

**Security Requirements:**

Background checks may include a State Criminal History Record check, a search of the National Sex Offender website, fingerprinting, Child Protective Services (*depending on position*), a local criminal history record check, a Division of Motor Vehicle transcript, a copy of your diploma or transcript (*if required*), and two employment references.

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