



Database Administrator/Systems Analyst

Rocky Mountain College, a small private institution in Billings, Montana, is accepting applications for a Database Administrator/Systems Analyst. The institution has seen continued enrollment growth and is currently engaged in a database systems conversion. We seek an individual who is driven, outgoing, team-oriented, and willing to make a difference.

Responsibilities include:

- Manage and oversee all relational databases at the institution;
- Create and maintain reports in a suite of reporting tools;
- Write processes and procedures within Transact-SQL, have familiarity and experience with SSRS, and have a thorough understanding of the MS SQL database platform;
- Assist and participate on the institutional steering committee for system conversion;
- Contribute to the determination of relevant “dashboard” metrics of interest to decision-makers and provide said metrics on a routine basis;
- Assist with data analysis and reporting functions related to grant funding, enrollment trends, retention, or other areas of request.

This position requires a Bachelor’s degree from a four-year college or university, strong oral and written communication skills, demonstrated leadership skills, familiarity with database, SQL, and word processing software. Demonstrated customer service and/or previous education or higher education experience preferred. At least 2 years of experience in Information Systems development, implementation and support is preferred.

Billings, Montana is the largest city in Montana and Northern Rockies offering a wide variety of outdoor and cultural activities. Connected to eight major airport hubs, Billings is referred to as Montana’s Trailhead and ranked as one of the top best cities to start a new career, one of the top 50 most bicycle friendly cities, and third best city to raise a family.

To apply, submit a letter of interest, resume, a list of three reference, and the Rocky Mountain College employment application (available at www.rocky.edu/employment) via email at jobs@rocky.edu or mail to: Human Resources, Rocky Mountain College, 1511 Poly Drive, Billings, MT 59102. Position is opened until filled. AA/EOE