



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **APPLICATION AND DATABASE SPECIALIST**

#### **INSTITUTIONAL SUMMARY:**

Pittsburgh Theological Seminary is a graduate professional institution of the Presbyterian Church (U.S.A.). Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ.

Pittsburgh Theological Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

#### **POSITION SUMMARY:**

Administer, support, and provide day-to-day operations the application and database needs of the relevant departmental areas served; provide end user support; and participate in various IT projects as necessary while performing the essential duties and responsibilities as described.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supports, administers, and uses enterprise applications including implementation assistance, installation, configuration, and developing concepts and documentation.
- Provides day-to-day operation of primary application(s) in support of various departments.
- Helps create requirements and detailed specifications and works according to those requirements and specifications.
- Consults with internal departments to identify and implement needs in relation to: data collection, data management, and data analytics.
- Assist with data analytics related to performance, capacity, trends, and outreach.
- Verify and extract data from hardcopy and other digital sources.
- Importing and transferring data into/out of database(s) for analytics or mailings.
- Understands how customers use applications and supports end users by developing reporting tools, supplying training and technical support and/or documentation and creating a user-friendly environment.
- Assist with the financial reconciliation between systems.
- Performing regular data integrity and quality audits.
- Contributes to the maintenance and updating of documentation and procedures.



- Orients users on new or changed procedures.
- Tests, troubleshoots, corrects, and uses diagnostic tools and utilities to resolve application problems. May escalate issues to vendors and may work with vendors for solutions.
- As part of the IT team, provide front line help desk support to the seminary.
- As part of the IT team, participate in various projects and initiatives involving technology.

#### **QUALIFICATION/REQUIREMENTS:**

- Experience, training, or education in all technical areas is not required as on the job training and/or mentoring will be offered.
- Experience with operations and maintenance of commercial off the shelf products.
- Experience with financials reporting (receivables, collections, G/Ls, etc.).
- Providing end user customer support for technical and non-technical issues (internal and external facing).
- Experience with Microsoft SQL Server databases or similar.
- Experience with databases and reporting packages.
- Experience with Microsoft Excel and formulas.
- A commitment to promoting and maintaining a collaborative customer service focused environment.
- Ability to maintain confidential and positive working relationships with administration, faculty, staff, students, vendors, and the general public.

#### **EDUCATION/TRAINING/EXPERIENCE:**

Bachelor's Degree strongly preferred

#### **WORK ENVIRONMENT:**

Hybrid: in office three days per week (T-Th); remote work two days (M & F)

- Work schedule is flexible as to provide maximum flexibility to both the employee and the Seminary and therefore will require evening and weekend hours.
- Sitting for extended periods of time while working with computer systems; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, operating at heights or enclosed spaces, bending at the waist and stooping, kneeling or crouching; hearing and speaking to exchange information in person or on the telephone.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Physical ability to drive and access to an automobile is desirable

#### **Equal Employment Opportunity**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

**To Apply**

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to [careers@pts.edu](mailto:careers@pts.edu).

.Applications will be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.

*This position announcement is intended as a summary of the primary responsibilities of and qualifications for this position. The posting announcement is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required now or in the future.*