Oregon BEST Internship Opportunity - Database Administration Intern

Deadline: Open until filled. We are hoping to fill this position by December 2015.

Start date: As soon as possible after hiring decision.

Duration: December 2015-June 2016; potentially could be extended upon mutual agreement

Oregon BEST (www.oregonbest.org) is the nexus for clean technology innovation. We build capability, convene collaborations, and accelerate the solutions to environmental challenges that deliver prosperity in all corners of Oregon.

Work schedule to be negotiated during normal business hours. 12-15 hours per week. We are looking for an intern who will be available through June 2016. It’s possible that the internship could be extended upon mutual agreement.

Job Responsibilities:

Maintains and upgrades existing database by identifying requirements, upgrading database tables and fields, loading data from various sources and supporting users with reports and training.

Database Administrator Job Duties:

• Identifies database requirements by interviewing users, analyzing application requirements, and configuring the database to meet user work flow needs.

• Learns Oregon BEST business processes and provides support by entering data or retrieving data from the database.

• Recommends solutions by defining database structure and functional capabilities, database security, data back-up, and recovery specifications.

• Installs system upgrades by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.

• Maintains database performance by implementing new releases and completing maintenance requirements.

• Prepares users by conducting training; providing information; resolving problems.

• Provides information by answering questions and requests.

• Supports database functions by designing and coding utilities or working with contractors who can provide coding.
• Maintains quality service by establishing and enforcing organization standards.
• Contributes to team effort by accomplishing related results as needed.

**Database Administration Intern Skills and Qualifications:**

• Database skills (as many of the following as possible): Database Performance Tuning, Database Security, Promoting Process Improvement, Problem Solving, Presenting Technical Information, Quality Focus, Database Management, Data Maintenance, Operating Systems, Information Security Policies
• Graduate student preferred. Undergraduate student with substantial database expertise may be considered.
• Very strong organizational skills and detail orientation
• Strong written and verbal communication skills and ability to be assertive to get things done
• Comfortable working independently and with a team
• Commitment to principles of sustainability.

**Duration:** December 2015 - June 2016 (possible extension to 2017)

**Compensation:** Graduate students: $1500 per term/$500 per month; Undergraduate students: $1200 per term/$400 per month (depending on the day and month that you begin the internship)
This position is being funded through the generous support of donors and the Institute for Sustainable Solutions to the Sustainability Internship Program ([http://www.pdx.edu/sustainability/sustainability-internship-program](http://www.pdx.edu/sustainability/sustainability-internship-program)) for the support of student career pathways in sustainability.

**Application:**
This position requires current enrollment as a PSU student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.