Database & Reporting Specialist

Reports to: Director of Clinical Research

Momentous Institute, a charitable, not-for-profit organization serving children and families since 1920 is currently seeking to fill a position for **Database & Reporting Specialist**. Working within the research group, this position manages all aspects of clinical database applications, including inputting, exporting, and reporting of data. The Database & Reporting Specialist also works with the IT team on migrations, installations and troubleshooting.

Momentous Institute offers competitive salary and benefits, and a terrific work environment grounded in the organization's core values of Respect, Stewardship, Innovation, Collaboration and Hope. **Momentous Institute was named a 2017 Great Places to Work in Texas by Fortune.**

Responsibilities:

- Support non-IT staff in use of database applications (e.g., troubleshooting access to application, navigating within the application).

- Customize access and export functions, create reports, and ensure the reliability of data from the organization's multiple clinical database applications.

- Work with applications vendors to resolve issues, enable new features and ensure systems are operating efficiently and are meeting the needs of the organization and user. Includes fine-tuning and troubleshooting, and installing updates, fixes and software patches in concert with the IT team.

- Design new reporting and query options, transforming raw data into useful, actionable information.

- Develop database scripts and code to support application development.

- Collaborate with process owners, IT team members and other stakeholders to identify and interpret business requirements, outline processes and implement database solutions.

- Create training guides and reference materials to support users in the rollout of new applications, and document database systems and procedures.

- Manage user access to database applications, including the creation, modification and deletion of user names and passwords. Create access roles and profiles based on established procedures.

- Maintain and support procedures for database security.

- Document database specifications, licensing, configuration, and infrastructure.

Qualifications:

1) Bachelor's Degree in technology-related field. MCDBA, MCSE Data Platform, or similar certification a plus.

2) A minimum of two years' experience in a position providing administration and/or maintenance of SQL and Access databases.

3) Proficiency in SQL and Crystal Reports.

4) Proven project management skills.

5) Experience with Clinician's Desktop or other clinical or research platforms a plus.

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Interested:

Applications are currently being accepted. The position will remain open until filled. Please send cover letter current resume to employment@momentousinstitute.org *phone calls, please*