

## **Database Administrator**

*This role currently encompasses the IT Coordinator role, this is not necessary and should be changed at some point)*

### **Responsibilities**

1. To ensure that the membership management database is operational and that any errors are investigated and corrected
2. To promote the use of all available features of the membership database that are consistent with the needs of the U3A
3. To act as the primary contact with the database provider to receive information and to inform of any known or suspected faults
4. To provide system access to those who need it and to cancel access when it is no longer needed
5. To ensure that adequate user-level documentation is available for all system users.
6. To be aware of alternative membership management systems and to advise the Committee on medium and long-term planning in this area.

### **Activities**

1. To monitor system error messages and to take appropriate action in response to errors.
2. To advise users and/or committee members of persistent or important database errors or performance problems
3. To maintain system user records and provide system access to those who need it.
4. To remove or modify System user access permissions according to relevant policies
5. To provide user training for those who need or request it
6. To ensure that suitable user-level system documentation is available to all system users

### **Interactions**

1. To advise the committee on the development of use of the membership database, specifically to advise when it may be appropriate to make use of previously-unused features

### **Skill set**

1. Experience of system management and user support
2. Ability to create user documentation
3. Ability to plan and provide training for new and existing system users