Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH’s on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is conducting a search for a bright individual to join a dynamic team supporting a dynamic university. Reporting to the Chief Information Officer and working with an experienced Database Systems Manager, the Database Coordinator will use an interest in working with data and database systems to assist in a wide variety of data and tech related tasks.

Responsibilities/Duties
Responsibilities/duties include, but are not limited to:
- Writing database scripts for MS Access and SQL server
- Cleaning data using SQL queries and other techniques
- Developing MS Access Database applications for use by data entry staff
- Providing desktop support to data entry staff
- Using MS SQL and Access to pull and manage large, complex datasets from internal database for multiple institutional departments
- Ensuring data integrity by building and automating processes to evaluate and cleanse data
- Analyzing requests for new queries and reports and then designing and developing them using a variety of applications such as MS Access/MS Excel, SQL Server Reporting Services (SSRS) and other tools
- Conducting ad-hoc analysis of data as requested by internal departments
- Gathering data related requirements from internal and external stakeholders
- Working with internal and external stakeholders to resolve data issues
- Entering data when business needs dictate
- Performing other duties as assigned

Qualifications
Required:
- Bachelor’s Degree in Computer Science, IT or related field, or 3+ years of experience performing duties similar to those of this job
- Proficiency with VBA, MS Office (especially MSAccess 2010) and SQL Server, including creating tables, queries, forms, functions, etc.
- Ability to analyze and solve problems as well as manage a challenging workload
- Propensity to be results-oriented and a team player
- Drive to consistently meet deadlines
- Excellent communication skills, both oral and written
Database Coordinator
(2 of 2)

Preferred:
• Experience using MS Access front end with SQL Server backend
• Background in technology, information management, relational database design and development, business intelligence, data mining or statistics

To apply
Interested individuals should forward their letter of interest (including desired salary) and resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1325 – Database Coordinator” in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE.