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# Example of Associate Administrator Job Description

Our growing company is hiring for an associate administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate administrator

* May assist with components of multi-PI or multi-unit proposals, grants and/or contracts
* NIH R01-approximately $250K/yr
* DOE, DARPA, ONR, DOD grants
* Foundation grants
* NSF grants
* Fellowships
* Supporting assigned commercial and military customers
* Inducting customer units into the repair process
* Installing, configuring and monitoring Microsoft SQL Server components ensuring global standards
* Ongoing monitoring of MS SQL servers and databases ensuring availability and performance

## Qualifications for associate administrator

* College course work involving database administration or database programming preferred
* Must be detail oriented with a strong work ethic – willing to work on-call including nights and weekends
* College GPA of 3.5 or above
* Monitor the submission and accuracy of subcontract deliverables monitoring subcontractor performance relative to timeliness, cost considerations, and technical objectives
* Experience working in an approved contractor purchasing system environment is strongly preferred
* DB Support for all critical applications including deployments, queries & maintenance