The Wisconsin Idea Project (WIP), a campuswide effort to document and publicize the ways in which UW–Madison teaching, research, outreach and public service benefit the people of Wisconsin, seeks a graduate student database manager. WIP maintains a searchable database at www.wisconsinidea.wisc.edu and produces data reports for legislators about UW activities in their districts, such as enrollment, alumni, business partnerships and medical training. We rely on the database manager to import, format and sort the data and output it for the legislative reports.

The appointment will begin in Fall 2016 and continue at least through the 2016-17 academic year with the possibility of renewal.

The core functions of the job are to manage a MySQL database on a day-to-day basis, including:

1. Obtaining, formatting and updating data from multiple campus sources;
2. Normalizing data for appropriate reporting;
3. Designing and modifying data tables;
4. Making direct and script-based edits as part of data cleanup;
5. Scripting data loads and data definitions;
6. Writing and updating database-stored procedures for data manipulation and reporting;
7. Creating and modifying existing PHP report templates as required; and
8. Making appropriate database structure and data changes as needed on a day to day basis.

Knowledge and skills required include an aptitude for computer programs and processes, including competence in or the ability to learn: MySQL; PHP; HTML; Excel; Word and linux/unix environment. In addition, familiarity with the geography of the state of Wisconsin would be a plus.

To apply, send an email by 4 p.m. Friday, Sept. 16, 2016, attaching your resume and a cover letter stating why you are interested in this job and what qualifies you for it, to:

Bill Graf
University Communications
wlgraf@wisc.edu

Please specifically address the knowledge and skills requirements listed above. Feel free to email Bill with questions. No phone calls, please.