

**POSITION ANNOUNCEMENT:
TRIBAL SUPPORT
DATA ADMINISTRATOR AND
IT SUPPORT SPECIALIST
*Tribal TTA & Logistics Team
(June 2023)***

Position Overview

Lux Consulting Group, Inc. (Lux) seeks an experienced Data Administrator and IT Support Specialist to join a small, collaborative team working internally and to support a national Tribal Training and Technical Assistance (TTA) and Logistics Team working on behalf of federal clients serving Native American and Alaska Native Tribes and Tribal Organizations.

This position will be responsible for completing various database reports, maintaining systems, supporting users, and other administrative functions.

Reports to the Project Manager and coordinates with other team members.

This position is primarily telework although occasional travel to meetings, training events, and site visits will be required.

Essential Functions

- Database
 - Developing reports on a SQL Server database
 - Creating databases as needed for new process and programs
 - Run ad hoc and pre-existing database reports
 - Assist in quality assurance planning, including applying best practices to avoid data errors, identify data errors, and develop solutions to improve data quality
 - Provide database support to the program staff and team members
- Work with SmartSheets to keep track of activity and other functions
- Assist in new form creation and configuring the connection for data retention
- Ensure security requirements are met for software and data
- Support Amazon Workspaces users
- Support Google Workspace users
- Assist in maintaining Windows Servers
- Assist in maintaining Linux servers and LAMP stacks
- Support the help desk requests
- Train users
- Backup support for Drupal websites
- Other duties as assigned

Minimum Qualifications

- Ability to obtain Public Trust security clearance

- Bachelor's degree in Information Technology, Computer Science, or related field with 2+ years of experience in web development
- 1+ years of demonstrated experience in experience in database management and reporting
- 1+ years of experience with SharePoint
- Experience with Amazon Web Services (AWS), Google Workspace, and Windows Servers
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Proactive and creative approach to addressing challenges as they arise
- Experience in client service and working with senior management.
- Comfort working closely with government staff
- Ability to work independently and as part of a team
- Ability to gather, understand, and communicate client business requirements and translate them into potential solutions
- Ability to manage multiple tasks simultaneously, meet deadlines, and adapt to constantly changing requests

Preferred Qualifications

- Experience working with federal grants management systems, especially GrantSolutions and Application Review Module (ARM)
- Experience with business process improvement
- Experience with Active Directory
- AWS certifications
- Experience with SmartSheets
- Experience with training and technical assistance and IT projects preferred
- Experience working with minority communities, especially Native American communities preferred
- Experience developing culturally competent materials preferred

What We Offer

- A fun, dynamic working environment with an energetic and diverse team
- An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to company sponsored Life Insurance
- 401k Retirement Savings Plan
- Paid Time Off (PTO)

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better

serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed to living out these values in all aspects of hiring, employee engagement and retention.

Lux Consulting Group, Inc.

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD. Lux is an Equal Opportunity Employer.

How To Apply

Interested candidates should submit a resume, references, and cover letter addressed to HR@luxcg.com. The cover letter should include the name of the position and start date availability. *Please note: Resumes submitted without a cover letter will not be considered.*

www.luxcg.com/open-positions/
