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Career Summary

Student Name

Institution Affiliation

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## Career Summary

### Part 1

#### **Data Administrator**

##### Responsibility

Data administrators have the obligation of managing the development and design of a company's data base. They are responsible for the development of database solutions aimed at satisfying client need for security and accuracy, intersystem sharing of information, high-speed access and information being viewed by multiple users simultaneously. Administrators conduct research and establish user requirements, design and implement computer databases and monitor their functioning. In addition, they ensure quality system performance and understand the details of the platform on which it runs (Jobs, 2013).

##### Required skills

Employers will recruit an administrator with; strong organizational and analytical skills, eye for accuracy and details, and structure query language understanding. In addition to the above skills, possession of the following skills is always an added advantage; ability to meet deadlines under pressure, updated knowledge on data protection act and technology, and ability to work in a dynamic environment (Jobs, 2013).

##### Certification requirements

Degree and certification will vary depending on the hiring company. However, most employers will prefer British Computer Society Certificate, Professional Graduate Diploma and IMIS programs.

#### Career path

Data base administration has limited career progression paths. It has no particular path and progression will be based on the type and size of the company hiring. In most cases, data base administrators advance to become database specialists. This means they become common because of interactive popularity and web-based databases. In addition to this path, administrators may progress from junior roles to managers, or shift to another IT area, like network management and systems development (Jobs, 2013).

#### **Data Assistant**

##### Responsibility

Data assistants are charged with the responsibility of supporting, maintaining and introducing raw information into a computer. They assist the data manager in their daily activities like data investigation analysis and collection. They prepare annual and monthly reports and update the manager on the upcoming developments. A data assistant is required to develop a hospitable customer relation to monitor their expectation, record their feedback, and facilitate improvement within the data base. In totality, a data assistant helps the manager in efficient performance of daily activities.

##### Required skills

Data assistants are required to possess the following skills for efficiency in their work: computer knowledge especially in data processing functions and equipment, effective communication, able to interpret and read computer flowcharts and symbols, and finally, able to decide and take appropriate actions.

#### Certification requirements

Training and education requirements to become an efficient data assistant includes a high school diploma, advanced knowledge of applications like Microsoft excel, access and word.

#### Career path

Data assistant job has many opportunities for progression. An assistant may rise to become a data manager or administrator. In addition, an assistant may opt to diversify their career and become a system analyst because data assistant job involves systems (Data Assistant Job Description and Responsibilities, 2008).

### **System assistant**

#### Responsibility

A system assistant is required to assist the information technology manager with daily activities and future planning. The main responsibilities are: ensuring outstanding customer service and little employee downtime, resolve minor help desk tickets, cable management, malware and virus removal and being proactive (Data processing Assistant , 2006).

#### Required skills

A system assistant is the link between the systems manager and other staff. Efficient communication is, therefore, an essential skill. In addition, the assistant should be able to track outgoing and incoming correspondence as well as manage to fill systems.

#### Certification requirements

Systems assistant is the right arm of a systems manager and should possess a bachelor's degree in information related course and extensive knowledge in SQL.

#### Career path

System assistants have a limited career expansion scope. They can only rise to become system manager or senior system analysts.

#### Part 2

	Salary	Score
Data administrator	£35,000	2
Data assistant	£38,000	4
System assistant	£40,000	4

#### Part 3

The most interesting bit in this project is the diversity and work load of different employees in relationship to the salaries being offered. From the description of the each career responsibility, the three employee literary run their departments yet they are the assistants. The project has exposed some new knowledge for instance the require skills to be an effective data assistant.

References

Data processing Assistant . (2006). *Michigan Civil Service Commission*.

*Data Assistant Job Description and Responsibilities*. (2008). Retrieved June 24, 2013, from Jobs Descriptions: <http://www.jobsdescriptions.org/assistant/data-assistant.html>

Jobs, C. (2013). *IT Database Administrator*. Retrieved June 24, 2013, from CW Jobs: <http://www.cwjobs.co.uk/careers-advice/profiles/it-database-administrator>