



Missing In America Project

www.miap.us

3/10/2020

NATIONAL DATABASE MANAGER

JOB DESCRIPTION

Applicant must have the time and computer skills to accomplish this position.

Due to the large number of cremains listed in the database, the position requires the individual to:

1. As the database is secured, the individual must keep all information within the MIAP or NCSEO.
2. Review the MIAP Database on a weekly basis to determine if individual supporters have registered multiple times. If found, delete all but one.
3. Review MIAP Database to determine how long veterans' names have been in one category. The categories in question are "awaiting verification", "eligibility verified" and "mission pending". If any name is in the same category for more than 3 months, the Database manager will contact the State Coordinator in question to inform him/her of the problem.
4. The individual will keep the NOC informed of any problems or concerns that may arise.
5. The individual, if he/she wishes, may assist State Coordinators/Volunteers in research of names for verification purposes.

NOTE: Individual will be trained by the NVP for this position.