



Title: Junior Information Systems Coordinator
Classification: 12-Month, Full-Time
Department: Technology
Supervisor: Steve Morrill
Availability: July 1, 2016

Organization Description:

Loyola Blakefield, founded in 1852 in Baltimore, Maryland, is a Roman Catholic Jesuit independent school for boys in grades 6 – 12. Loyola is inspired by the principles of St. Ignatius Loyola and the Society of Jesus. Our mission is to form men for others who are open to growth, intellectually ambitious, religious, loving, and committed to diversity and doing justice.

Job Summary:

The Junior Information Systems Coordinator reports to the Director of Technology and is responsible for managing the database programs used at Blakefield. Blackbaud's The Raisers Edge, The Education Edge, The Faculty Access for the Web, The Net Classroom, On-Line Admissions, the Online Campus Community, OnRecord, OnMessage, OnBoard, and OnCampus are the primary function of the Junior Information Systems Coordinator. This person will assist the Information Systems Coordinator in determining policy, protocol, and procedures as they relate to the standards of data integration and information systems. Policies and protocols will be enforced by the various department heads on campus.

Duties and Responsibilities:

Managing the Blackbaud/Whipple Hill related products:

- Maintaining and standardizing data input.
- Checking data integrity between databases.
- Developing routines for offices to maximize the various features the product suite has to offer.
- Working to integrate and effectively use the products to ensure outstanding data quality.
- Troubleshooting application issues when necessary.

Overseeing the development, maintenance, and monitoring of other databases used on campus.

- Design and implement ways to export and import data to update campus databases.
- Assisting in creating data flow maps/diagrams.

Training Loyola personnel in the correct process of the various data systems utilized.

Provide business continuity in the event the Information Systems Coordinator is not available.

Qualifications:

Applicants for the position need to be experienced in Microsoft Access, Excel and Word. A working knowledge of SQL is required. Other desirable software skills include digital imaging and graphic design. Additionally a background of at least 3 years in end user support is desired.

Application Process:

Qualified applicants are encouraged to submit their resume, a brief cover letter, and salary requirements to Steve Morrill – smorrill@loyolablakefield.org