



Database Technical Lead

Employment Terms: F/T, Permanent

Start Date: March 2018

Founded in 1829, Upper Canada College is a leading independent school for boys SK-Grade 12 located in the heart of Toronto. Upper Canada College offers an internationally recognized curriculum that prepares students to make their mark in an increasingly global village. The College also emphasizes a balanced education, one that breeds character as well as academic excellence.

Position Overview:

The individual in this full-time position will be responsible for the central data needs of the College through the installation, monitoring, management, support and security of all data sources, including the development and design of database strategies, Ministry reporting and the planning of future data requirements. This role will report into the Director of Project Management, Data & Analytics.

Key Duties and Responsibilities:

- Be a member of the Information and Innovation and support services team at the College;
- Research, coordinate, test and prepare rollout plans for all upgrades to UCC database systems, in conjunction with Director of Project Management, Data, and Analytics;
- Design, in conjunction with their supervisor, the system architecture for UCC databases, including Blackbaud products (Education Edge, Financial Edge, and Raiser's Edge), the next generation of Blackbaud products (onSuite), ManageBAC, and various special-purpose applications, ensuring that these databases work together efficiently;
- Help find solutions for the school's data-integration objectives;
- Assume proactive responsibility for the integrity and security of academic data. Ensure processes are in place for data validation and accuracy in all database systems and monitors on an ongoing basis;
- Provide technical support to database users, and liaise with vendors for system enhancement and technical support issues;
- Coordinate electronic data submissions to the Ontario University Application Centre and Ministry of Education;
- Monitor server activity and trouble shoot as necessary;
- Support web based applications including Attendance, Report Cards, Parent/Teacher Interview Scheduling, On-Call Coverage, online course selection, re-registration, and other database/online offerings by the College as directed;
- Respond to all *ad hoc* information requests;
- Chair the data policy committee.

Knowledge, Competencies and Experience:

- University degree in computer science, information technology or a related field; with at least five years experience working with relational databases and structured query language required;
- Solid knowledge of principles, methodology and techniques for developing and maintaining relational databases ;
- Solid knowledge of principles, methodology and techniques for information security, including data security, access control, and related legislation (e.g. FIPPA);
- Experience with current relational database software (e.g. MS Access, Education Edge, Raiser's Edge);
- Working knowledge of API integration(s) and data transformation;
- Experience with structured query language (SQL) functionality;
- Experience with disaster recovery and business continuity principles and best practices;
- Government requirements for reporting of student academic results;
- Strong understanding of emerging technologies for database operations;
- Exceptional communication, interpersonal, relationship building, flexibility and problem solving/analytical skills required.

Please [apply online](#) by creating a "**Professional/Management**" profile account by **Friday January 26, 2018**. We thank all candidates in advance; however, will contact only those selected for an interview. No phone calls please.

We are an Equal Opportunity Employer and value diversity, encouraging applicants from all qualified individuals. If you are contacted by UCC regarding a job opportunity, please advise us if you require any accommodations.

To learn more about us please visit our site at www.ucc.on.ca