



**JOB TITLE:** *Applications & Data Systems Administrator*

**JOB DESCRIPTION:**

The Applications & Data Systems Administrator plays a key role in managing and maintaining the school's core data systems, which store and manage a variety of data, including student information, financial records, and personnel data. This position ensures the integrity, security, and accessibility of data by overseeing the school's key platforms and integrations. The DBA works collaboratively with staff and administrators who support data within their respective domains, including Admissions, Academics, Advancement, and Business Operations, providing expert-level guidance, troubleshooting, and system optimization.

**JOB TYPE:** *12-month Full Time FLSA-exempt*

**LOCATION:** Our Lady of Good Counsel High School, 17301 Old Vic Blvd., Olney, MD 20832

**SUPERVISOR/MANAGER:** Director of Information Technology

**RESPONSIBILITIES**

- Manage, maintain, and ensure the integrity of all school database systems and data-related platforms.
- Serve as the primary administrator for (including but not limited to):
  - **Veracross** (student information system, development, business, admissions, etc)
  - **Apple School Manager** (device and user management)
  - **Google Classroom** and **Google Suite for Education** (learning management and productivity tools)
  - **Jamf** (mobile device management for Apple devices)
  - **Magnus Health** (student health records platform)
  - **GiveCampus** (fundraising and donor management)
  - **Finalsite** (school website and communication platform)
  - **Paycom** (HR and payroll system)
  - **Brightly** (Maintenance inventory system)

- Collaborate with department-specific stakeholders (Admissions, Academics, Advancement, Athletics, Finance, etc.) to understand their data workflows and ensure efficient use of systems.
- Oversee data integration and synchronization between platforms, ensuring consistent and accurate data across systems.
- Develop and enforce data access protocols and user permissions, maintaining compliance with data privacy regulations (e.g., FERPA, HIPAA, PCI).
- Troubleshoot system issues, identify root causes, and implement timely solutions.
- Monitor system performance and coordinate updates, backups, and patches as needed.
- Provide user support, training, and documentation to internal stakeholders, including part-time and full-time data users in various departments.
- Provide user support, training, and documentation to faculty staff on all relevant educational systems.
- Maintain clear and up-to-date documentation of database designs, configurations, and procedures.
- Assist with the evaluation and implementation of new database tools or enhancements to existing systems.
- Support annual and seasonal data-related processes (e.g., enrollment rollovers, faculty onboarding, fundraising campaigns, student scheduling).
- Ensure data integrity and quality through audits, validation procedures, and ongoing monitoring.

#### **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- **Bachelor's Degree**
- College coursework in the field of data processing, or any nationally recognized computer certification
- **Experience:** Three years of increasingly responsible experience in database administration.
- **Data Management:** Proven experience in data collection, management, analysis, and quality assurance.
- **User Support and Training:** A track record of providing effective technical support and training to non-technical users.
- **Specific School-Related Experience:** Experience with common educational platforms is a significant advantage, Veracross experience preferred.
- **Database Management:** Proficiency in database management systems (DBMS) such as SQL, MySQL, or similar platforms. This includes the ability to write queries, understand database schemas, and perform data manipulation.
- **Data Analysis and Auditing:** The ability to analyze data for quality, integrity, and accuracy. This includes designing and executing data audits and validation procedures.

- **Troubleshooting and Problem-Solving:** Strong analytical and research skills to diagnose and resolve technical issues efficiently. This involves identifying root causes and implementing effective solutions.
- **Attention to Detail:** Meticulous attention to detail is critical for ensuring data accuracy and compliance with security protocols.
- **Collaboration:** The ability to work effectively with various departments to understand their data needs and support their processes. Experience successfully working with a culturally diverse community.
- **Strategic Thinking:** The capacity to evaluate new technologies and make recommendations that align with the school's long-term goals
- **Creativity and innovation:** The capacity to envision ways to share data cross-functionally.
- **Communication:** The ability to communicate clearly and effectively. Strong interpersonal skills.
- **Timeliness:** Ability to work well under pressure and meet tight deadlines.

#### ***REQUIRED WORK HOURS:***

Full-time, 8-hour day, with a busier schedule during admissions, audit, and back-to-school seasons, and occasional evening meetings. Daily desk work, including significant amounts of telephone and computer time; as part of daily routines, the ability to move around a large campus with varied surfaces and a 3-story building.

- All Good Counsel employees should uphold the School's mission and philosophy and demonstrate the School's commitment to its core character values.
- Must be able to comply with background check, including fingerprints.

#### ***NON-DISCRIMINATION:***

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies based on race, color, national origin, ethnic origin, sex, age, disability, religion, or sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas, [enicholas@olgchs.org](mailto:enicholas@olgchs.org).

#### ***PAY RANGE AND BENEFITS:***

The annual base salary range is \$75,000-\$90,000, commensurate with experience. Good Counsel offers a competitive benefits package including medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, tuition remission (after three years), daily lunch, accrued vacation and sick time, and school holidays.

#### ***HOW TO APPLY:***

- All applications should be emailed to [employment@olgchs.org](mailto:employment@olgchs.org)
- Complete applications shall include: 1. cover letter; 2. resume; 3. contact information for three professional references.

- Review of applications will begin immediately upon receipt with priority consideration by **October 17, 2025**. Only complete applications submitted via email will be considered.

**ABOUT OUR LADY OF GOOD COUNSEL HIGH SCHOOL:**

Our Lady of Good Counsel High School is a private, Catholic, college preparatory, coeducational high school in Olney, Maryland. It is located in the Roman Catholic Archdiocese of Washington. Operated under the sponsorship of the Xaverian Brothers, Good Counsel offers students in grades nine through twelve a wide array of programs and activities that advance academic excellence, foster spiritual growth, and encourage leadership and service to others. With a student body of just over 1,200, the school prides itself on being a community that promotes an inclusive environment, embodying the Xaverian Brothers' values of simplicity, humility, compassion, zeal, and trust.

The school was founded in 1958 as an all-boys school in Wheaton, Maryland. In 1988, the school became coeducational. During the 2006-2007 school year, the school relocated to a new, sprawling 51-acre, high-tech campus in beautiful Olney, Maryland.