

**Crystal Springs Uplands School  
Job Description**

**Position: Data Manager/Athletics Assistant**

**Location: Upper School Campus (Hillsborough, CA)**

**Reports to: Chief Information Officer and Upper School Athletic Director**

**Job Classification: Non-Exempt, 1.00 FTE**

**Job Term: July 1 to June 30 (12 Months)**

**Position Description Summary:**

Provide support for the Chief Information Officer by maintaining school databases. Provide administrative support for the Athletic Director. Provide support and maintenance within and between the data systems at Crystal Springs Uplands School. Ensure an excellent user experience for all constituents by assessing user needs and adjusting content as needed. We strongly encourage employees' pursuit of professional development; this position offers opportunities for growth.

**Primary Responsibilities:**

**Data Manager**

- Provide support for Chief Information Officer
- Maintain database integrity and security through regular monitoring, error correction and data clean-up
- Responsible for all school forms creation distribution and completion
- Assist families with forms as necessary
- Maintain student body database
- Support the system manager for Student Information System (MyCSUS)
- Produce and update school trip databases
- Inform Faculty Trip Advisors of changes to databases
- Ensure all trip forms and payments are complete
- Create reports, imports, and exports of data.
- Write and assemble documentation and training materials for the use of database systems
- Help to define standard practice and oversee flow of information between various constituent management systems
- Support employees in all departments with database matters, including integration, updates, queries and related issues.
- Update and Manage schedules and records in the SIS (MyCSUS)
- Assist scheduler with schedule changes during add/drop periods
- Manage 9th grade study hall assignments
- Manage club rosters

- Manage Emergency notification system

### **Athletics Assistant**

- Update and ensure accuracy on Athletics webpages
- Create and Maintain team rosters
- Assign Athletic lockers, send locker information to students
- Compile and post seasonal sports schedules and team rosters
- Make and distribute weekly sports calendars with dismissal times
- Remind coaches daily to report scores to the league and the website
- Confirm games with opposing teams one week prior
- Confirm officials on Arbiter Sports
- Manage School Van use
- Order and confirm buses as needed for all school events
- Assist with tournaments as needed, including but not limited to producing charts, and ticket taking
- Assist team parents with team snack organization and other tasks as needed
- Assist Gryphon Club with event registration
- Manage acquisition of sports plaques
- Collect honored athlete's names...type names for plaques
- Assist with team uniform inventory, distribution and collection
- Maintain Teamsnap accounts
- Collect and track athletics forms
- Greet opposing teams when the AD is not available
- Assist in posting athletic results, news and updates on the department's social media platforms

### **Education, Certifications and Work Related Experience:**

High School Diploma or equivalent required. AA preferred. Some knowledge/background/passion/familiarity of high school Athletics a plus.

### **Knowledge-base Requirements:**

- Proficiency in MS-Word, Excel and PowerPoint
- Operational knowledge of web-related technologies
- Operational knowledge of Google applications and Gmail
- Operational knowledge of databases
- Operational knowledge of school information systems a plus

### **Technical Competencies and Skills:**

- Spanish and/or Mandarin Language skills a plus
- Demonstrates cultural competency and ability to work well with diverse groups of people
- Performs all duties with a high degree of accuracy and attention to detail
- Possesses strong oral and written communication skills
- Maintains confidentiality in working with a broad spectrum of constituents
- Works independently with little direct supervision

- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve institutional goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CSUS computer applications
- Ability to effectively communicate with internal and external constituents

**Working Conditions:**

- Physical Ability: Tasks will involve extended periods of time at a keyboard or workstation.
- Ability to lift/move 10 lbs. and occasionally lift/move 30 lbs.
- Sensory Requirements: Some tasks require visual perception and discrimination.
- Some tasks require oral communications ability.

Crystal Springs Uplands School (CSUS) is an Equal Opportunity Employer. ADA requires CSUS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested candidates:**

Cover letters, resumes, and references should be submitted to Peter Antupit: [dmaa@csus.org](mailto:dmaa@csus.org) (or by mail: Crystal Springs Uplands School, Attn: Peter Antupit, 400 Uplands Drive, Hillsborough, CA 94010). No phone calls please.