



Ethical Culture Fieldston School

ECFS Employment Opportunity

Job Title: Data Support Specialist
Reports To: Associate Director of Technology for Data Systems
Full/Part Time: Part Time, One Year Position
Date: Immediately

Ethical Culture Fieldston School is a progressive PreK-12 independent school that has been serving students from throughout New York City and the surrounding suburbs since 1878. ECFS offers a rich curriculum in the arts, sciences, and humanities. A co-ed, nonsectarian school, it serves a diverse community of about 1,700 students on two campuses -- one in the Riverdale section of the Bronx, and the other in Manhattan.

ECFS is seeking a data entry clerk to maintain various school database by entering new and update information, and proofreading and verifying the data.

Key Responsibilities:

Senior Systems

- Maintain student/parent biographical and household information
- Household info updates
- New student transfer from Admissions to A/R and Registrar
- Newly-enrolled student record upkeep
- Monitor email and phone “bounce-backs” and ensure parents provide up-to-date contact information
- Maintain student photos
- Set up sections and student records for home reports for Ethical Culture and Fieldston Lower
- Monitor data consistency via validation reports; fix inconsistencies /work with Senior Systems users responsible for fixing inconsistencies
- Handle parent questions regarding login and entering data (tech support for parents)
- Support requests submitted by email or phone
- Research and fill in data gaps for old records
- Handle faculty/staff My Backpack issues, answer Senior Systems-related questions, run reports on demand, with escalation to ADOTDS
- Be the backup person for the essential day-to-day or seasonal tasks if ADOTDS is unavailable

Asure ID program

- Maintain faculty/staff information
- Ensure consistency between Senior Systems and ADP
- Maintain faculty photos

Miscellaneous

- Manual updates on the school website of student, parent, and faculty non-syncable data as necessary (e.g. household composition changes, faculty/staff educational info on the website; faculty/staff photos on the website)
- Monitor data consistency for Raiser's Edge purposes via RE/Senior validation reports
- Maintain policies and procedures documentation
- Preliminary research on planned or potential projects (information gathering, initial meetings with stakeholders)

Required Qualifications:

- Bachelor's degree preferred
- Minimum two years' experience in data entry
- Proficiency in technology resources and applications, including Senior Systems, CareFlow Electronic Medical Records, Excel spreadsheets, HTML, CSS and Google applications

Contact Information

To be considered for the above-mentioned position, send a letter of interest, a resume, and contact information for three references to the human resources director Joan Walrond at jwalrond@ecfs.org; no phone calls, please. Generate all documents in MS Word or a converted .pdf file. Applications will be reviewed as they are received, and the position will remain open until filled. You can learn more about the school by visiting our website at www.ecfs.org.

Ethical Culture Fieldston School is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.