Job Posting
Database Administrator

Job Summary
- McQuaid Jesuit, a Catholic school in Rochester, NY, teaching boys in grades 6-12, is seeking a Database Administrator position.
- The Database Administrator, a position within the Office of Information Technology, works to oversee maintenance and ensure the effective use of the student data management platforms. He or she serves as a platform manager for the student information and learning management systems. The Database Administrator facilitates the proper and effective use of various platforms, including training faculty and staff in the proper use of their respective systems.
- The Database Administrator is the main administrator of the software and is responsible for orchestrating its setup and overseeing the ongoing maintenance, as well as managing all constituent data.

Primary Duties and Responsibilities
- Configures and modifies settings for the Enrollment Management System (EMS), Student Information System (SIS), Learning Management System (LMS), and Land Communications System (LCS)
- Creates new users
- Responsible for troubleshooting and diagnosing problems and implementing solutions
- Export of data as requested for data analysis
- Manages database access and role assignments
- Set and maintain database standards and monitor changes within the database to preserve data integrity
- Responsible for importing, exporting, and archiving data
- Creates and maintains data reports, advanced lists, and templates
- Maintains a portion of the IT Knowledge base with instructional articles
- Triages help desk tickets relating to the databases and user accounts
- Manually syncs data from the main database to essential platforms
- Provides user training, support, and style regulation on the use of databases
- Prepares, distributes, and manages parents' accounts in SIS, LMS, and LCS
- Performs the Master Rollover
- Oversees the coordination between various department databases

- Attends webinars and training to keep current on product updates

Supervisory Responsibilities:
- None

Additional Responsibilities
- Other duties as assigned by the Director of Technology

Competencies/Skills
- Exceptional attention to detail
- Ability to prioritize tasks
- Adaptability amid complex operations
- Familiarity with computer operating systems and database technology (design, software, and structure)
- Broad understanding of data management concepts and database design
- Fluency with multiple operating systems and software, including Blackbaud, Microsoft Office, Schoology, SchoolMessenger, and Naviance
- Excellent written and verbal communication skills
- The ability and desire to interact amicably and patiently with a variety of constituents, including parents/guardians, students, teachers, and staff
- A collaborative spirit well-suited to a fast-paced office environment
- Troubleshoot problems through research and logic with networks, databases, systems, etc.
- Collaborate with end users, other members of the Technology Office, and the Director of Technology to resolve complex problems or issues in a fast-paced environment
- Perform periodic integrity checks on critical systems
- Perform research necessary for the successful completion of job duties as requested by the Director of Technology
- Collaborate with other IT team members to create network, system, and user documentation
- Work closely with users to ensure that all technical issues are resolved quickly and efficiently

Education and Experience Requirements
- Bachelor's Degree in Computer Science, Engineering, Mathematics, or other related field (3-5 years minimum experience required without a degree)
- Database coursework is preferred
- Experience working in database management and oversight (Minimum 3-5 years)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements.

Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the position involves walking, standing, lifting, and bending. The person is also required to talk and hear. The position requires to frequently stand, walk, sit, and reach with hands and arms. Part of the duties may include lifting, carrying boxes as needed. Frequent and regular repetitive movements are required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

- Standard Office Environment

Position Type and Expected Hours of Work:

- This is a 12-month, full-time position. (40 hours per week – exempt level position).

Reports To:

- Director of Technology

Salary Range: $68,000 to $72,000

How to apply: Candidates should send a cover letter and resume to employment@mcquaid.org on or before 6/21/25. For more information about McQuaid Jesuit, please visit our website www.mcquaid.org.

Equal Opportunity Employment Policy

It is McQuaid Jesuit's policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status, qualified handicap, sexual orientation, marital or veteran status, or inconsequential handicaps. This policy pertains to every aspect of an individual's relationship with the school, including but not limited to recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.