

PARK TUDOR

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Database Administrator

Park Tudor School in Indianapolis, IN, seeks an experienced and collaborative professional for a position as Database Administrator. This is a full-time, 12-month position with the primary focus of overseeing, maintaining, and supporting all school databases. This position works closely with the offices of Admissions, Communications, Development, Guidance, Registrar, and Summer Programs while administering information data as well as online resources.

The Database Administrator reports to the Director of Technology and works hand-in-hand with Administrative and Academic Departments including all four divisions (Hilbert Early Childhood Center, Lower, Middle, and Upper Schools) to maintain and monitor data security and integrity.

Specific Functions

The Database Administrator position has a number of essential functions, including, but not limited to:

- Fulfill the role of Student Information System (Senior Systems and My BackPack) and Learning Management System (Blackboard) Administrator
- Manage and maintain the data in network servers/software (Microsoft Active Directory & Exchange)
- Manage and maintain Google Apps for Education portal user data (students, faculty and staff)
- Manage secondary databases
- Provide professional development for all Senior Systems users

Requirements for this Position

- BA or BS in a related field
- Understanding of Senior Systems or similar student information database(s)
- Strong attention to detail and the ability to work well under deadline pressure
- Excellent organizational and documentation skills
- Ability to work well with others and support a wide range of user skill levels
- Strong blend of customer service, desktop support, leadership, and organization skills
- Ability to manage multiple assignments simultaneously
- Strong verbal and written communication skills
- Familiarity with Crystal Reports and/or SQL preferred but not required if willing to learn

Salary and Benefits

Park Tudor School offers excellent pay and a comprehensive benefit package, including health, dental, vision, and up to 8% annual contributions of base pay to TIAA-CREF. We are an equal Opportunity Employer; those who would add to the diversity of our staff are strongly encouraged to apply. Candidates should send their resume to hr@parktudor.org or to Doug Stotts (dstotts@parktudor.org), Director of Technology, no later than August 15, 2015.

For more information regarding Park Tudor School, consult the Park Tudor web site at www.parktudor.org.