Job Title: Database Administrator
Reports to: Director of Technology
Part-time | <u>10-month position</u> 2018-2019 School Year

St. George's Episcopal School is searching for a Database Administrator to assist administrative staff and work in our Technology Department during the 2018-2019 school year. St. George's is seeking candidates who are experienced, highly organized and computer savvy. The Database Administrator will be the liaison between administrative staff and our student information system, the system which contains all student records, schedules, report cards and medical and contact information. The position will begin as a part-time position (minimum of 20 hours a week), but has the potential to expand to a full-time position.

St. George's is a preschool to eighth grade independent school serving 370 students and employing approximately 100 faculty and staff. At St. George's, each child grows academically, creatively, emotionally and spiritually, while developing a sense of self-worth and moral responsibility. We recognize that no two children are alike; each one possesses a fascinating combination of gifts and challenges. We serve a blend of learning profiles in a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Together, we embody perseverance, integrity, compassion and respect -- values that foster lifelong learning and success.

Qualifications
● Applicants with both technical and/or clerical backgrounds will be considered
● Experience managing large database systems
● Bachelor's degree

Skills
● Ability to work as part of a team
● Ability to serve as a liaison between administration and St. George's student information system
● Ability to teach members of the administration key aspects of the student information system
● Highly organized and computer savvy
● Exceptional communication skills which prove effective in sending mass communications using exported database information
● Excellent knowledge of computer systems and database systems

St. George's Episcopal School is committed to equal employment opportunity without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, political affiliation or any other characteristic protected under federal, state or local discrimination laws.

Interested candidates should send a cover letter and resume to Wes Ganucheau, Director of Technology, wes@stgeorgesepiscopal.com.