

# THE HOCKADAY SCHOOL

**Available Position:** Database Administrator  
**Department:** Information Technology  
**Reports to:** Director of Technology and Information Resources  
**FLSA Classification:** Exempt (Salary)  
**Full/Part Time:** Full Time  
**Date Posted:** September 25, 2017

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## **About Hockaday:**

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,000 students, The Hockaday School is the nation's largest prekindergarten through grade 12 independent girls' school. Ranked among the country's finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

## **Position Description:**

The Hockaday School is seeking a database administrator with extensive Blackbaud experience who will be responsible for the performance, integrity and security of all internal Hockaday databases. She/he will also be involved as a project manager in the planning, creation and development of databases as needed, as well as troubleshooting any issues on behalf of the users. The database administrator will ensure that:

- data is standardized and consistent across the databases;
- data is clearly defined;
- users access data concurrently, in a form that suits their needs; and
- there is provision for data security and recovery control (all data is retrievable in an emergency).

## **Essential Functions:**

Some work may simply be maintenance while other tasks will involve database migration and development. Tasks may involve some or all of the following:

- Understanding the needs of users and working collaboratively to establish consistent procedures and data standards;
- Monitoring performance and managing parameters to provide fast responses to users;
- Assessing the integrity of the existing databases;

- Leading any database migrations between platforms or versions;
- Collaboratively working with the IT team to ensure the security, safety and consistency of all databases;
- Installing new and updating existing Hockaday databases;
- Leading ad hoc teams and projects as needed;
- Writing database documentation, including data standards, procedures and definitions;
- Controlling access permissions and privileges;
- Developing, managing and testing backup and recovery plans;
- Ensuring that storage and archiving procedures are functioning correctly;
- Capacity planning;
- Working closely with all departments and divisions;
- Communicating regularly with the Director of Technology and Information Resources, the Technology Staff, and contract workers to ensure database integrity and security;
- Advising the Technology Director about installing new applications and customizing existing applications as needed.
- Other duties as assigned by the Director of Technology
- Assisting the CFO and Director of Finance & Human Resources with special projects, as required

#### **Qualifications/Experience:**

- Experience as a Database Administrator for over 5 years, Blackbaud experience preferred
- Extensive experience with database creation, optimization, migration, and disaster recovery
- Substantial project and team management experience
- Ability to create and deploy custom, web-enabled databases
- Strong background with SQL
- Experience with Senior Systems or other Student Information Systems
- Ability to work independently, with minimal supervision.
- Bachelor's degree in Computer Science or MIS field required
- Master's degree in Computer Science or MIS field PREFERRED

#### **Skills**

- Excellent communication, teamwork and collaboration skills;
- Problem-solving and good analytical skills;
- Expertise in multiple database types and principles of database design;
- Flexibility and adaptability;
- Good organizational skills;
- Ability to adhere to tight deadlines under pressure;
- Ability to create and maintain strong working relationships with faculty and staff;
- A willingness to keep up-to-date with developments in new technology;
- A commitment to continuing professional development;

#### **Physical Requirements and Work Environment:**

- Regularly works in standard office conditions and climate
- Regularly uses close and distance vision, including work at a computer screen for extended periods of time

- Occasionally required to move around the office and works at a desk for extended periods of time
- Ability to occasionally move items weighing up to 30 lbs.
- Works in an occasionally-stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Stamina to maintain attention to detail despite interruptions
- Ability to periodically work flexible hours to support before and after-school or weekend events

**Application Requirements:**

Qualified candidates should complete an [online application for employment](#) and attach a cover letter, résumé, statement of philosophy, and/or copies of college transcripts. You will receive an email confirming receipt of your application. Contact [recruitment@hockaday.org](mailto:recruitment@hockaday.org) with any questions.

*The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.*