

## **STUDENT INFORMATION SYSTEM OFFICER**

Effective January 2019

The Student Information System officer will develop reports and assist in the successful implementation and use of the newly implemented system at the College. The SIS officer will advise and assist teachers and staff and administration and offer technical support as needed in the development of good practices related to the SIS.

### **Main Duties and Responsibilities**

- Develop HTML reports.
- Learn and develop other kind of reports in the system (sqlRreports and ReportWorks).
- Assist staff in enrollment and maintain students' enrollment all over the school.
- Support staff members in their daily tasks (attendance, registration, grading).
- Prepare Excel sheets to be able to import and export Data.
- Troubleshoot problems with user accounts (Staff, Teachers, students and Parents)
- Train, assist, and support faculty in their grading process.
- Create and update standards on the system.
- Prepare and give workshops.
- Support the scheduling process.
- Migrate data to be able to deliver Transcript reports.
- Generate statistical reports as required.
- Perform other related tasks as required.

### **Educational Requirements & Competencies**

- Bachelor's degree in Computer Science
- Mastery of Microsoft Word, Excel, and PowerPoint
- Good understanding of Databases, SQL, and Oracle
- Good knowledge of web client technologies including ability to deliver reports with HTML, CSS, Query.
- Good oral and written communication skills in English. French is a plus.