ST. GEORGE'S
EPISCOPAL SCHOOL

Position: Database Administrator
Reports to: Director of Information Technology
Non-exempt Part-time | (M-F) 25 hours per week

St. George's Episcopal School is a coeducational, independent school serving approximately 385 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.

Position Summary
The Database Administrator is responsible for managing the computer systems and organizing all data for St. George's Episcopal School. The Database Administrator should secure data, identify areas for improvement and ensure the school's databases are functional and backed up in the event a memory loss event occurs. The Database Administrator reports directly to the Director of Information Technology.

Essential Duties and Responsibilities
- Assists the Director of Information Technology (DoT) with delegated responsibilities.
- Oversees the distribution and collection of annual registration forms, coordinating with the Director of Communications for parent/guardian correspondence.
- Manages the Student Information System (SIS), ensuring that all information is imported properly from the admissions software platform.
- Creates and rosters classes in the SIS.
- Creates and maintains new faculty and staff accounts in the SIS.
- Assists the DoT with SIS settings, including but not limited to schedule, calendar, subjects and user permissions.
- Assists with report card generation and distribution in the SIS.
- Assists support staff team and Division Directors in creating reports and exporting data from the SIS.
- Creates community-facing school directory and carpool cards for each school year, coordinating with the Director of Communications and Advancement Coordinator.
- Assists Director of Information Technology in projects, planning, and any other tasks assigned by the Director of Information Technology.

Qualification Requirements

- Bachelor of Science in Computer Science preferred; HS Diploma with work experience in related IT disciplines required.
- Ability to learn knowledge of new systems quickly and apply them in the work environment.
- Outstanding attention to detail.
- Ability to learn new technologies rapidly and an enthusiasm for doing so.
- Experience maintaining or managing databases.
- Experience managing and maintaining learning management systems.
- Experience operating admission, application and/or registration software.
- Experience generating reports and exports from databases, as well as completing imports into databases.
- Expert knowledge of Google Workspace.
- Ability to synthesize complex material and translate that information to end users.
- Strong customer service and communication skills.
- Solid troubleshooting and critical thinking skills.
- Thorough organization and documentation skills.
- Effective time management and project management skills.
- Ability to multitask and prioritize projects.
- Ability to lift up to 35 lbs.
- A sense of integrity, ethics and confidentiality, and an ability to carry out responsibilities in accordance with the school's policies and procedures.

St. George's Episcopal School as an Equal Opportunity Employer

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

Please send a PDF of your resume and cover letter to the Director of Human Resources, Jé Gales at je.gales@stgnola.org.