A premier Montreal institution since 1909, Lower Canada College (LCC) is a co-educational day school for students from kindergarten to grade 12 with a strong reputation for preparing students for entrance to prestigious universities across the world. Located on a beautiful seven-acre campus in the heart of Montreal's Monkland Village, LCC draws students from nearly every continent of the world. LCC's enriched educational program consists of academic, co-curricular, and service opportunities that position students to explore and discover their true potential throughout their educational journey.

The school invites applications for the following position:

Position Title: Data Management Officer

Department: Technology – Student records

Position Group: Staff

Reports To: Head of Technology

Status: Permanent - Full-Time

Start date: March/April 2022

Job Purpose:

- Provides data support primarily in the Student Records department and other departments
- Importing/Exporting data from Student Information System (SIS) to various systems
- Management of Student Information System

Specific Responsibilities

Student Records

Provides data support (automating tasks whenever possible), and participates in the following areas:

- Assist with the maintenance of the (SIS) (closing/opening of the school year, course and student data, course changes, etc.)
- Creating and managing query data
- Processing of scheduling data (using Java, Excel, etc) for import into SIS & exam period
- Imports from SIS into various third-party software systems
- Declaration data for Ministère de L'Éducation et de L'Enseignement superieur and other related functions
- Scheduling online Parent-Teacher Conferences setup and support
- Create and populate Music Conservatory schedule
- Preparation of various reports as requested by Academic Directors
- Participation in various projects as necessary
- Development and support for Pre-University transcripts
- Provides setup and support for exam invigilation reports
- Compiling teacher data workloads

- Technical support on SIS issues for staff, students and parents
- Report card / Transcripts printing & transmissions
- IB reports transmission

Knowledge, Skills & Technical Ability

- **Advanced Excel capabilities** (e.g.; ability to extract and manipulate data, pivot table creation/manipulation, etc.)
- Familiarity with working in a school environment
- Ability to import/export data, create queries and produce reports
- 3-5 years experience with databases
- Ability to work with macros
- Excellent interpersonal skills
- Detail-oriented
- Strong communication skills in English, French is an asset

School-Wide Core Values

Professionalism, Continuous Growth, Passion/Excellence, Collaboration/Communication and Respect & Empathy

How to Apply

Please submit your cover letter and your CV via our online form at www.lcc.ca/careers

The closing date for this role is **February 20, 2022, at 5 pm (EST).** Details about school life can be found at www.lcc.ca.

We thank all applicants but regret that only those shortlisted will be contacted.