



Shanghai Community International School

上海长宁国际外籍人员子女学校

External Use

Department: Technology and Innovation

Position: Master Data Manager (Systemwide)

Job ID: IT002

Supervised, Evaluated by and reports to:

Director of Technology and Innovation (Systemwide)

Position Description Overview

- Master Data Management (MDM)
- Business / School Process Optimization and Training
- Technology (IT and Ed. Tech.) backend support
- Professional Development

Key responsibility

- Review and define the data across the disparate IT and Ed. Tech. systems in the school
- Design, Develop, improve, and maintain a Master Data Map and implementation plans for MDM organization.
- Maintain database security, integrity, reliability, and availability; monitor performance and capacity requirements.
- Develop and implement standards for data structure to ensure consistency, completeness, and accuracy.
- Train and provide clear direction and guidance to others as required in support of professional learning.
- Collaborate with the Technology and Integration Coordinator for providing systemwide support of educational applications with data import/export, syncing, processing, analyzing, and reporting.

Qualification

- 5+ years of experience in NetSuite (or other ERP) Development, Consultancy, or Engineering is required
- Coding in Python or PHP is a plus, Coding in SuiteScript or JavaScript/TypeScript is highly desired
- Master's degree in Computer Science, Information Technology, Data Science, Business Analytics, or a related field preferred.
- **Certification in one (or more) of the following certificates is highly desired**
 - NetSuite Administrator Certification
 - NetSuite ERP Consultant Certification
 - SuiteCloud Developer II Certification
 - Oracle Database PL/SQL Developer Certified Professional
 - Certified Business Analysis Professional (CBAP®) is a plus
 - PowerSchool SIS Advanced Certification
 - PowerSchool SIS Database Management
 - Oracle Database Administrator Certified Master

Preferred Knowledge, Skills and Abilities

- Advanced abilities to communicate verbally and written in both Mandarin and English
- Basic knowledge: LMS, Intermediate: SIS, ERP, Advanced: RDBMS
- Advanced skills in critical thinking, collaboration, logical reasoning, planning, and organizing
- Personality/ability: Perseverance, interpersonal, assertiveness, attention to detail



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SCIS Believes:

That each employee makes a significant contribution to our success,
That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.