

## Database Technician

Founded in 1930, St. George's School is a private co-educational, non-denominational school that provides student-centered education of the highest quality within a spirited, engaging, creative and cooperative environment. Applications are now being accepted for the part-time (60%) position of Database Technician.

Under the supervision of the IT Coordinator, the Database Technician is responsible for the maintenance and accuracy of all student and alumni databases and providing information and reports derived from these databases.

### Specific areas of responsibility and related duties:

- Maintain student, parent and alumni databases and ensure overall synchronization
- Enter new records as required in the summer months and as new constituents join the community
- Purge outdated records
- Manage the intake of updates and ensure that the correct information is applied to all respective databases in a timely fashion
- Follow Canada Post protocols for all formatting of addresses and ensure formats are consistent across databases
- Respond to requests from administration, staff and faculty requests for database information/reports
- Maintain confidentiality relating to all information contained within all school databases

### The successful candidate will be:

- Proficient in Raiser's Edge fundraising software (Blackbaud)
- Proficient with Microsoft Office and G Suite (Gmail, Google Drive, Google Calendar, etc)
- Extremely detail-oriented
- Bilingual, organized, collaborative and service-oriented
- Committed to excellence and take pride in their work

The interview process will include testing and candidates are subject to verification of judicial records in accordance with provincial legislation regarding vulnerable clientele.

Please submit your letter of application and curriculum vitae on or before May 1, 2019 to:

### Ms. Sharon Picard

Coordinator of Human Resources

St. George's School of Montreal

E-mail: [humanresources@stgeorges.qc.ca](mailto:humanresources@stgeorges.qc.ca)

*We thank all candidates for their applications, however, only those selected for an interview will be contacted.*

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