

Database Support Technician

Founded in 1930, St. George's School of Montreal is a private co-educational, non-denominational school that provides student-centred education of the highest quality within a spirited, engaging, creative and cooperative environment. **We are now accepting applications for the part time (80%) position of Database support Technician.**

Reporting to the IT Coordinator, the Database support Technician is responsible for the maintenance and accuracy of all databases within the School, creating effective interfaces and providing information and reports derived from these databases. He or she acts as the point of contact for Database Support. The role is to design, install, monitor, maintain, all database environments while ensuring high levels of data accuracy and availability. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of all databases and their accompanying software.

Areas of responsibility include but are not limited to:

- Maintain student, parent and alumni databases and ensure overall synchronization and integrity between all databases
- Follow protocols for all formatting of addresses and ensure formats are consistent across databases
- Manage the intake of updates and ensure that the correct information is applied to all respective databases in a timely fashion
- Responsible for generating reports and documents (for example, a quarterly report, create a mailing list etc.)
- Respond to requests from administration, staff and faculty requests for database information/reports

Qualifications:

- Minimum high school diploma with Associate Degree in Business/Computers or related field desirable
- Experience in managing data as well as sorting and analyzing data
- Demonstrated proficiency with Microsoft applications (Word, Excel, Access) with the ability to use formulas, data merge, develop charts and graphs, prepare documents, memos, and other communication documents
- Must be highly organized and able to work independently.
- Good problem-solving techniques.
- Excellent communication skills are required.
- Bilingualism (asset)
- Positive, proactive team player with a strong customer service orientation
- Interest in Education (asset)
- Have no criminal record in connection with employment.

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Please submit your letter of application and curriculum vitae to:

Nathalie Stein
Director of Human Resources
St. George's School of Montreal
E-mail: humanresources@stgeorges.qc.ca

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