

At St. George's School of Montreal, we pride ourselves on being a truly collaborative, innovative team. With small classes and the support of learning specialists to assist with our child-centred pedagogy, our teachers enjoy an environment which provides the opportunity to focus on what they love most – teaching!

We are committed to sustainability, community involvement, social mindedness and celebrate the uniqueness of every individual. Our inquiry - based approach and respectful culture make St. George's a teaching and learning environment second to none.

St. George's is proud to offer a generous benefits plan, career development opportunities, proximity to Mount-Royal and access to public employees' retirement plan.

We are committed to equality and diversity within our community.

Please submit your curriculum vitae and letter of intent by **5 p.m. on Wednesday, June 8, 2022** to:

Ioanna Barkoulas, CHRP
Human Resources Service Partner

3100 The Boulevard
Montreal, QC H3Y 1R9

humanresources@stgeorges.qc.ca

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. A leader in Progressive Education, our philosophy encourages an individualized approach to teaching and learning while fostering excellence and rigour within our classrooms.

Database Technician

Status: Permanent, Full-time

Working Hours: Weekdays, 35 hours

Description:

Under the supervision of Director of Enrolment Management, the Database 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.

What you will do:

- Maintain student, parent, volunteer and alumni databases to ensure overall synchronization, accuracy and confidentiality
- Manage the intake of updates and ensure that the correct information is applied to all respective databases
- Build and manage forms for data collection
- Track of enrolment for statistical purposes
- Assist with research for upgrading systems and technology, platforms, processing and integration tools
- Lead and coordinate employee training for the various databases used
- Provide troubleshooting support for all stakeholders
- Fulfill other duties as required

Skills, Experience and Attributes Required:

- AEC or DEC in a related field
- Two (2) years of relevant experience
- Experience in education an asset
- Proficiency in Microsoft Office Suite and G Suite
- Knowledge of Blackbaud, DASH, COBA and other database software an asset
- Bilingualism an asset

Who you are:

- Adaptable, innovative, collaborative
- Professional, service-oriented and community-minded
- Analytical, self-learner and a problem-solver
- Organized and extremely detailed-oriented

We thank all candidates for their interest in the above position; however only those selected for interviews will be contacted.