



THE OAKRIDGE SCHOOL

POSITION: Database Manager (Full Time – 12 months)

REPORTS TO: Director of Technology and Modern Learning

OBJECTIVES OF THE POSITION:

The Database Manager supports various constituents in integrating the use of several information systems, including Senior Systems, SEVIS, My Backpack, Final Site, and Magnus. The Database Manager is responsible for assisting in the administration, monitoring and maintenance of the School's databases; providing support and training to users of the school databases; and the development of policies and procedures, ensuring a consistent flow of data into and out of the databases. The Database Manager should be able to effectively communicate with vendors and all constituents including former families, current families, faculty/staff, and students.

Skill set: independent, strong communication skills, intrinsically motivated, detail oriented and thorough, enjoys compliance establishing and maintaining policies and procedures.