SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

STUDENT DATABASE OPERATOR

SALARY SCHEDULE: SSP-11

COST CENTER: DISTRICT MIS / SARASOTA COUNTY TECHNICAL INSTITUTE

QUALIFICATIONS:

1. Minimum of three years experience in the manipulation and operation of complex databases (SQL Server or Access), or minimum AS degree in Information Systems or Information Technology.
2. Experience with data reviews and data quality analysis.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability and experience with the set up, implementation, and management of SONISWEB, of RJM Systems, Inc., the student database used at SCTI, or comparable post-secondary student SQL Server data base with modules for prospective students, applicants for admission, Financial Aid management, admissions processing, acceptance and registration processes, student billing and fee collection, graduate and alumni tracking.
2. Ability and/or experience with creating reports with Crystal Reports, and using the database report generating function.
3. Experience with downloading and uploading files between distinct systems and platforms, and importing files from the web and updating the resident system.
4. Excellent customer service orientation

REPORTS TO: SCTI Director or designee

JOB GOAL

The Student Database Operator for the Sarasota County Technical Institute is responsible for the overall operation of the SCTI student database, its adaptation to changing requirements, reporting, training and support to key users and front line staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Serve as the major advisor to the school in matters relating to the successful implementation and continued use of the student database.
* (2) Serve as a liaison with the manufacturer of the student database.
* (3) Maintain tables, test the database for proper function, and update formulas and parameters.
* (4) Analyze the database for problems, and troubleshoot for errors.
* (5) Create and manage the automated activities of the database.
* (6) Use the database report writing capability or Crystal Reports software to provide reports from the database as requested by administration, including but not restricted to IPEDS, IRS 1098T, FSLS, FISAP, program, attendance, and fees reports, etc., and submit as necessary to off campus agencies.
* (7) Train staff on the use of the student database, and provide backup and support as necessary.
STUDENT DATABASE OPERATOR (Continued)

* (8) Train key functional users on the operation of their specific functions of the database, and training them to be trainers within their functional areas.
* (9) Train front line users in specific functional tasks of the database.
* (10) Model and maintain high ethical standards.
* (11) Follow attendance, punctuality and proper dress rules.
* (12) Maintain confidentiality regarding school matters.
* (13) Maintain positive relationships with staff and students.
* (14) Participate in workshops and training sessions as required.
* (15) Communicate effectively with staff and students.
* (16) Keep supervisor informed of potential problems or unusual events.
* (17) Respond to inquiries and concerns in a timely manner.
* (18) Prepare all required reports and maintain all appropriate records.
* (19) Follow all School Board policies, rules and regulations.
* (20) Exhibit interpersonal skills to work as an effective team member.
* (21) Demonstrate support for the School District and its goals and priorities.
* (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities