

Student Information Administrator

Employer:	Huron Superior Catholic District School Board	Closing Date:	June 08, 2023
Posted:	10 months ago	Location:	Sault Ste. Marie
ES Job ID:	14327	Duration:	Full Time
Sector(s):	Information Technology		
Salary:	70794		

Job Description:

LOCATION: Information Technology Department, Mount St. Joseph Catholic Education Centre, 100A Ontario Ave, Sault Ste. Marie, ON

EFFECTIVE DATE: July 2023

HOURS OF WORK: 35 hours/week, 12 months/year

SALARY: \$70,794 - \$77,519

Reporting to the Manager of Information Technology, the Student Information Administrator performs specialized administrative and technical work in the design, operation, and support of the HSCDSB's student information systems. The successful applicant will be responsible for interacting and collaborating with end-users to provide guidance, training, and following-up on needs or inquiries. This position exercises considerable independent judgment in completing tasks in accordance with departmental and board objectives. The Administrator will assist and train end-users in the use of the student information system software, and ensure workflow and standard quality levels are met. Some travel throughout the district may be required.

RESPONSIBILITIES AND DUTIES:

- Oversees the operation of the student information systems and their respective archival systems
- Provides assistance in all areas of student information, including but not limited to: attendance, grade reporting, registration, scheduling, elementary and secondary achievement, transcripts, OEN validation, OnSIS reporting, and discipline reports
- Reviews and evaluates other software applications pertaining to student information
- Establishes, audits, and enforces standards, policies, and procedures for student information systems
- Acts as a liaison between third parties integrating with student information systems
- Oversees report submissions to external bodies, and provides reliable and secure reporting mechanisms
- Troubleshoots operational problems, determines cause, applies corrective action or escalates to technical staff
- Designs and offers training support and documentation to external end-users in the use of the student information systems

Required Skills:

- Three year college diploma or university degree or equivalent work experience
- Three years of previous experience and capability of providing level II support
- Experience with a wide range of student information and business applications, including Trillium, OnSiS and Aspen
- Knowledge of a broad range of information technologies including, but not limited to: software applications, computer networks, operating systems, database systems, and the configuration/maintenance of computer systems
- Excellent organizational, analytical, and problem-solving skills



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- Ability to work in a dynamic self-empowered environment and participate concurrently on multiple projects
- Exceptional interpersonal skills with a proven ability to build and maintain positive relationships

How to Apply:

Please submit your cover letter and résumé by 4:00 p.m. on June 8, 2023 to job.applications@hscdsb.on.ca

THIS BOARD IS AN EQUAL OPPORTUNITY EMPLOYER: In compliance with the Ontario with Disabilities Act and the Ontario Human Rights Code, the Huron-Superior Catholic District School Board is committed to providing accommodations to persons with disabilities. The Board will take into account the person's ability to access information and will provide the information contained in Board-produced public documents in a format that meets those needs as agreed upon with the person. Please contact the Human Resources Department at 705-945-5610 prior to the posting closing date so that appropriate arrangement can be made.

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