

Data Manager

Department: Technology

Position Status: Full Time

FLSA Status: Salary Exempt

Reports To: Director of Technology

Position Summary: The Data Manager for Presbyterian School is responsible for ensuring integrity of School data and managing the flow of the data between School systems. This includes exporting, cleaning, and loading data into various school systems. The Data Manager is encouraged to discuss with leadership, opportunities for professional and social involvement with school and student activities.

Position Duties and Responsibilities:

- Manages data updates, program set-up, implementation processes, schedules and trainings
- Provides data support for School systems
- Implements and upholds processes to ensure integrity, security and privacy of information systems
- Supports Admission, Business Office, Communications, Philanthropy, Auxiliary Programming and other business units with data uploads, processes, queries and reports as needed
- Maintains integrity of data in systems, running regular system checks to test for data accuracy, valid data input, system flaws, and cleanup of data as necessary
- Ensures accuracy between and among systems
- Participates in system conversions when needed
- Researches and evaluates software and system solutions across School division
- Perform various other duties as assigned by management
- Embrace and embody the unique and essential Mission of the School, demonstrating an understanding of the distinct principles of the school that reside at the heart of our mission statement “Family, School and Church united in the Support and Education of Each Child”

Qualifications:

- 2 plus years’ experience in system administration, database management or similar role required
- Bachelors degree required
- Experience with cloud-based storage, IT Support/Troubleshooting experience preferred

- Strong familiarity with Mac OS, Windows, Microsoft Office and Google Workspace
- Experience with Blackbaud, Finalsite, School Admin, Schoology, Seesaw, Camp Brain preferred
- Ability to work effectively with others
- Ability to work independently
- Ability to interact with a professional demeanor with staff, general public, and school personnel
- Effective prioritization and time management skills
- Ability to meet strict deadlines under pressure

Non-Physical Demands:

Change of tasks, performing multiple tasks simultaneously, working with others as part of a team, and irregular schedule may be required at times.

Physical Requirements of the Job:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. While performing the duties of this job, the employee is required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move heavy objects. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Conditions:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Secured site facility must adhere to school policy and procedures while on school property.

Machines, Tools, Equipment and Work Aids:

Laptop or iPad, phone, copier and fax.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

If you're interested in the position, please submit resumes and letters of interest to [Carla Isenhower](#), Director of Technology, and complete an employment application online.

Presbyterian School seeks to attract qualified candidates from diverse backgrounds to its faculty, staff and student body who are able to support and

further the mission of the school. Accordingly, all positions on the faculty and administrative staff will be filled solely on the basis of merit and without reference to the applicant's age, sex, disability, ethnic or national origin. In light of the school's religious nature, it does reserve the right to consider an applicant's or employee's religious beliefs and practices in employment decisions. Applicants requiring reasonable accommodation in the application or interview process should notify the Human Resource department.

Apply: [Data Manager - Presbyterian School of Houston \(pshouston.org\)](http://pshouston.org)