Position: Information Systems Administrator
Posted: August 31, 2021

Gonzaga College High School seeks qualified candidates to join our team as an Information Systems Administrator. The right candidate will be highly detail oriented, comfortable using and entering data into various database platforms, and have a commitment to accuracy and efficiency in managing data related to all administrative offices within the school.

This position will work with Gonzaga’s Operations Team under the Director of Advancement Operations on maintaining and improving data, data systems and data-related processes.

Responsibilities:

- Assist the Director of Advancement Operations with overall database responsibilities, including data entry and integration of data among campus-wide database applications.
- Prepare monthly revenue, academic, and various reports for senior leadership, and run database queries and pulls for various communications, development outreach, reports, or other needs.
- Maintain data accuracy and consistency for administrative databases by running regular built-in utilities and custom-built routines and processes.
- Support the development of and adherence to campus-wide database and business process policies and procedures, and regularly analyze and troubleshoot data entry and maintenance processes to recommend more streamlined, efficient methods.
- Assist with database projects such as cleanups, upgrades, conversions, and additional implementations.
- Stay up-to-date with latest campus-wide database applications especially Blackbaud technologies and software releases.
- Update and maintain documentation of campus-wide information system policies and procedures.
- Take on additional database responsibilities as skill set increases.
Qualifications:

- A Bachelor’s degree.
- Experience with database and spreadsheet applications.
- Experience using education, fund-raising, and school business-office related software.
- Experience with Blackbaud software, specifically: Education Management, Raiser's Edge NXT, Smart Tuition, and Financial Edge NXT a major plus but not required.
- Experience with Windows Desktop Operating Systems.

Skills & Abilities:

- A high degree of attention to detail and accuracy when working with data.
- Superior organizational skills, including the ability to organize workflow to manage large volumes of data or undertake multiple tasks at one time and prioritize accordingly.
- The ability to both work cooperatively with others and work independently.
- The ability to problem-solve, think critically, and maintain and improve process efficiencies.
- The ability to maintain confidentiality.
- The ability to communicate effectively, both verbally and written.
- A collaborative and collegial working style: must be a team player; with a positive, problem solving approach, exemplifying Gonzaga’s core values and mission.

Interested candidates should send a cover letter and resume to sblair@gonzaga.org with the position title in the subject line.