

Job Description

Job title/Position: Database Administrator

Division: Information Technology

Direct Supervisor: Technology Director

Position Overview

The Database Administrator oversees key databases, such as the Veracross Student Information System and ManageBac LMS. The responsibility for the databases include; data management & integrity, process implementation and tracking, reporting, scheduling and data analytics. The administrator monitors, plans and implements data integration with other HKA information systems. This role reports to the Technology Director.

Qualifications and Experience:

The Database Administrator should have:

- Minimum of 3 years' experience in school, with database administration will be an advantage
- An ability to manage daily activities and short/long term projects under pressure with accuracy and responsiveness
- Hands-on experience with database standards
- Project Management experiences is a plus

Preferred Skills:

- Experience with School Information Systems
- The ability to optimise processes/systems and drive improvement
- Good analytical skills and the ability to work well within a deadline
- Meticulous attention to detail and data quality control
- A logical approach to work
- Problem-solving skills
- Good organisational skills
- Self-starter, strong interpersonal and collaborative skills
- Excellent communication in English and Cantonese

General Responsibilities

The Database Administrator will:

- Implement and review standards and best practices to ensure smooth functioning of all the database functionality e.g. student enrollment, demographics, attendance, grades, teacher grade books, report cards, transcripts, student schedules, teacher schedules
- Aim to extend database functionality with an eye towards enhancing user experience
- Be the main point of contact for Veracross, ManageBac and other school systems
- Initiate and project manage school information systems (SIS) integration
- Collaborate with school division Principals and other schoolwide administrative users to develop and coordinate new projects with the system

- Provide proactive and reactive data management support and training to users
- Determine, enforce and document database policies, procedures and standards
- Actively pursue professional development to stay current on applicable systems
- Manage documentation, processes and procedures
- Troubleshoot problems reported by users
- Work as part of the IT department to support the needs of the school.
- Other duties as assigned.

Work Hours

7:45 am - 4:00 pm Monday to Friday, with a 45-minute lunch break. Due to the nature of the role, flexibility of working hours might be required from time to time.

Contact: recruitment@hkacademy.edu.hk

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