Database Operator

OVERVIEW

Reporting to the Principal or designate, the Database Operator maintains the database(s) by processing related records, providing information to others as needed and managing data integrity.

The database is a relational database that contains information regarding students enrolled in any of the offered programs, agency, homestay and school contacts, financial transactions and required District and/or Ministry of Education documentation.

POSITION DESCRIPTION
Database Operator

DBO - 1
Collects, sorts and manages data to be entered into the database. Maintains the database by processing, tracking and verifying confidential information (including MSP and medical information) and documentation including all information on existing and potential students, host families, student placements, medical insurance, agents, withdrawals and collected fees.

DBO – 2
Verify data integrity through accurate data entry, establishing data management procedures, regularly backing up data, maintaining security access, reconciling information through the use of reports, researching anomalies, deficiencies and making adjustments as necessary in a high volume work environment.

DBO - 3
Coordinates information on students, including completing private and confidential applications on student's behalf, explaining systems and procedures; respond to queries; tracking premiums paid for each account/student; and preparing reports for Financial Services and/or Information Technology and Planning.

DBO - 4
Organizes and maintains and efficient filing system, generates data summaries, queries and reports and user defined reports to Program and District staff and/or Ministry of Education as required

DBO – 5
Develops correspondence related to students seeking information and notifying others of changes and distributes communication to appropriate parties

DMO – 6
Coordinates and send all paperwork to necessary schools

DBO - 7
Maintains all related student and electronic and paper files including coordinating the annual storing of files

DBO – 8
Collects and enters International student travel in database

DBO - 9
Assists with student transcript updates and custodianship changes.

DBO - 10
Maintains a procedural manual for the database and related duties

DBO - 11
Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS FORM
Database Operator

EDUCATION	*TECHNICAL REQUIREMENTS* Grade 12 or equivalent and Some post-secondary course work in Access database management or equivalent
EXPERIENCE	*TECHNICAL REQUIREMENTS* 1 year specific experience in database management
KNOWLEDGE	*TECHNICAL REQUIREMENTS* Thorough knowledge of database management, spreadsheet and word processing applications Broad knowledge of records management Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the International Student Program Basic knowledge of student information systems Keyboarding at 50 W.P.M.
SKILLS AND ABILITIES	*INTERPERSONAL REQUIREMENTS* Ability to work well independently and as a team member while exercising tact, judgment, discretion and diplomacy Ability to compose business correspondence Ability to prioritize work in a busy environment under pressure and with multiple demands Ability to maintain confidentiality of sensitive information seen or heard

	Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner Ability to work with people from diverse cultural backgrounds **PROBLEM SOLVING REQUIREMENTS** Ability to prioritize work in a busy environment often under pressure and multiple demands
WORKING **CONDITIONS**	**OCCUPATIONAL REQUIREMENTS** Sufficient vision and hearing to perform related job duties. Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment. Able to perform related physical and mental activities.

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