

School Information Systems Administrator

The SIS Administrator will assist in supporting faculty and staff in their use of the Blackbaud modules and serve as an escalation point person on problems and projects related to Blackbaud applications, interfaces, and databases. The person in this role will operate as a single contributor or as part of a team (on large complex projects with multiple stakeholders), to interpret and translate client requirements into application solutions that align with the school's information technology standards. This person will also create and maintain support documents that include standard operating procedures and policies related to the School's use of Blackbaud solutions.

Responsibilities include: Conduct research and coordinate meetings to optimize the utilization of software tools to facilitate the business of the school. Develop, update and document processes and procedures, create manuals, training manuals and course content for staff training on student data systems on a regular and ongoing basis. Develop procedures for the implementation and maintenance of database files (e.g. securities, permissions) for the purpose of ensuring proper use and security of data. Manage operation of the student records database system, including maintenance and upgrades. Maintain the security and confidentiality of and access to the data residing in the student records databases. Facilitate the integration of data sharing between systems and work with third party vendors, who are providing software services, to export/integrate (using API/ and LTI) student records data for use in their software applications. Adapt the SIS software to the school's needs by adding specialized fields, link tables, and data entry forms. Manipulate, extract and load data files associated with Blackbaud applications. Trouble-shoot and resolve data-related and process-related problems. Identify, analyze, and interpret trends or patterns in complex data sets. Act as the primary school contact with Blackbaud for support services. Provide support services for the student records database software to school's staff. When needed, assist the registrars in their use of Blackbaud for scheduling classes, students, and faculty, building class rosters, and reporting. Coordinate and conduct train-the-trainer staff training related to the use of the student records databases.

Requirements: A demonstrated understanding of and experience with student information systems and the associated interdependencies with other educational systems. Advanced technical training and experience in the administration of the Blackbaud application with a strong focus on K-12 Core, SIS and LMS, including scheduling and report cards highly preferred. A Bachelor of Science degree in Computer Science or closely related quantitative field. Five (5) years of experience working with database systems and the integration of data between the systems or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work. Experience with PowerBI or other software programming/report writing is required. In depth, hands-on knowledge and experience using Microsoft Excel and Word as tools for analysis and reporting. Strong organizational and interpersonal skills. Highly self-motivated and directed. Ability to train others in use of student data and database systems in user-friendly language. Ability to absorb new ideas and concepts quickly. Ability to attend to detail and follow tasks through to completion. Ability to effectively prioritize and execute tasks in a high-pressure environment. Ability to maintain confidentiality. Requires a valid Michigan driver's license with satisfactory driving record.

With more than 1600 students, Cranbrook School is one of the largest and most multifaceted independent, PK-12th grade, day and boarding schools in the country. A commitment to innovation and design, coupled with an abiding love for aesthetics and education, inspired George Booth and Ellen Scripps Booth to found Cranbrook in 1904. Their vision created a 319-acre campus in the picturesque community of Bloomfield Hills, MI, located approximately 45 minutes north of Detroit, that is now a National Historic Landmark. Collectively known as the Cranbrook Educational Community, the campus is home to the four divisions of Cranbrook School, as well as the Institute of Science, the Cranbrook Academy of Art, the Cranbrook Art Museum, and the Cranbrook Center for Collections and Research.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu.