



POSITION AVAILABLE IMMEDIATELY: APPLICATIONS MANAGER

DIVISION: Information Technology

STATUS: Regular Full-time

START DATE: Spring 2020

Special consideration will be given to candidates who graduate early or candidates who can attend Spring onboarding on a part-time basis.

I. ORGANIZATION

St. Patrick's Episcopal Day School, located in the Palisades section of northwest Washington, D.C., is a parish day school enrolling more than 480 students on two campuses. The program begins at the three-year-old Nursery level and continues through Grade 8. St. Patrick's students, whose families live throughout the Washington, D.C. metropolitan area, go on to a variety of fine independent schools upon graduation. The Whitehaven Campus is the school-home to students in Nursery to Grade 5, numbering about 370 in the 2019-2020 school year. Located about a half-mile away, the MacArthur Campus is the school-home to approximately 120 students in Grades 6 to 8. This position is located on the Whitehaven Campus.

II. POSITION DESCRIPTION

Develop your computer support skills in a friendly work environment that teaches students from grades PK to 8th Grade. You will become the in-house expert on several applications that are critical to the operation of the school. And, you will enjoy a work-life balance that includes significant professional development opportunities, work flexibility and vacations around holidays and school breaks.

III. FUNCTION STATEMENT

The *Applications Manager* will work independently and in a team environment to support the Day School's Information Technology and Academic operations. This position will be the resident expert for Veracross and Finalsite. Other duties include supporting Admission Office and Communications Department throughout the year and completing other tasks as assigned by Division Heads and IT Director.

IV. RESPONSIBILITIES

1. Support and Train:

- Become an expert using Veracross, the school's students information system and Finals site, the outward-facing website. Veracross is used for maintaining family and student information, report cards, and annual enrollment.
- You will assist faculty and staff with using Veracross and provide one-on-one support and group training.
- You will help faculty and staff design queries in Veracross.
- You will design queries to export data as needed.
- You will become an expert using Finalist, the content management system that hosts the school's outward-facing website.
- You will help faculty and staff to publish webpages in Finals site.
- You will help setup and troubleshoot the integration between Veracross and Finals site for data such as school personnel, school events and athletic schedules.
- You will keep school staff and faculty updated on application changes, such as enhancements/updates and application performance issues, such as slow response time and downtime.

2. Professional Growth:

- You will interact with vendor support personnel to learn about the applications and troubleshoot problems.
- You will be interact with application vendors to stay current with new features and the availability of new modules
- You will attend vendor training and user conferences as necessary.
- You will develop relationships with counterparts at other schools to build a support network.

3. Other Duties as Assigned

V. QUALIFICATIONS, SKILLS, AND ATTRIBUTES

Education:

1. BS/BA in a computer-related discipline
2. Experience using Google for Education applications and Microsoft Office products

Skills Required:

1. Willingness to continually learn and become an expert using the applications they support
2. Ability to troubleshoot problems by using your own knowledge and other available resources
3. Friendly disposition and genuine enthusiasm for support and training
4. Outstanding attention to detail and the ability to monitor and meet deadlines
5. Desire to work collaboratively on a small team
6. Strong verbal and written communication
7. Strong organizational and interpersonal skills

VI. WORKING CONDITIONS

Physical Demands include standing and walking (retrieving files, delivering documents, to copier, fax, and classrooms), sitting (working at desk), handling (paperwork), and speaking (students, faculty and staff, parents, visitors)

Individuals interested in applying for this position should submit a cover letter and resume directly to hr@stpatsdc.org with “Application Manager” as the subject. No phone calls, please.