



EMPLOYMENT OPPORTUNITY

Academic information technician

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

Title:	Academic information technician
Reporting to:	Associate Dean, Programs
Classification:	Computer Technician
Category:	Support Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours
Hourly Rate:	\$24.21 to \$32.32
Start Date:	As soon as possible

NATURE AND SCOPE

In accordance with the Mission and Vision of Marianopolis College, the Academic Information Technician works under the authority of the Associate Dean, Programs, in support of various academic and administrative processes.

RESPONSIBILITIES

- Collects and processes data to support decision-making related to the monitoring of student success, admissions, program management as well as other related key operations
- Collaborates with other departments at the College and external organizations for data integration
- Develops and designs tools to automate and optimize college processes pertaining to academic information
- Writes programs to extract and organise data from SQL databases
- Processes data using mathematical and statistical functions
- Tests, evaluates, adapts, and troubleshoots database programs and related reports
- Fulfills other duties as required

PROFESSIONAL ATTRIBUTES

- Highly organized with a proven ability to establish priorities and work with deadlines
- Capacity for initiative and an ability to assume responsibility, while working as part of a team
- Detail-oriented and reliable
- Ability to interact effectively with a variety of people from within and outside the College



QUALIFICATIONS

- College-level diploma (DEC) related to programming or computer science
- Demonstrated knowledge of SQL database and SQL programming
- Demonstrated knowledge of advanced Microsoft Excel functions and VB programming (testing may be required)
- Familiarity with Clara environment is an asset
- Good English language skills with functional French oral and written skills (testing may be required)

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) **no later than 5 pm on Monday, June 27, 2022** by e-mail to careers@marianopolis.edu.