



Database/IT Specialist

Title: Database/IT Specialist

Location: Take Stock in Children Statewide Office, Fort Lauderdale, FL

Full-time Position: Salaried – 40 hrs./wk.

Compensation: \$38,000-\$45,000 per year, plus benefits

As an innovative, Florida-based, nonprofit organization, Take Stock in Children (TSIC) stands committed to breaking the cycle of poverty by putting low-income students on a direct path to higher education. TSIC pairs middle and high school students with a volunteer adult mentor, offers professional post-secondary readiness services, and provides a Florida Prepaid Scholarship—all key elements of its core model.

TSIC is currently seeking a new Database/IT Specialist to help oversee program data management for the organization's statewide office. The Database/IT Specialist is an integral member of the state office team, helping TSIC to advance their mission.

The Position:

The Database/IT Specialist is responsible for maintaining all systems related to the management of TSIC's proprietary database application and the collection of all grant-required data, including students, mentors, college success coaches, workshop attendance, GPAs, and school attendance.

Responsibilities of the role include the following:

- Develop and implement means to measure student outcomes and successes.
- Field database requests and questions from staff and our 45 affiliate partners via remote desktop support.
- Develop and present virtual and in-training materials on the user interface on all systems used by Take Stock in Children.
- Present relevant data in clear, user-friendly report format to maximize usability for analysis.
- Integrate program operation data with school system data.
- Track key performance indicators, including student data, mentor participation, and student college and career readiness in TSIC database.
- Ensure that database entries are complete and execute quality assurance procedures.
- Manage relationships with external developers and vendors.

- Perform other duties as assigned.

Core Qualifications:

- **Work Experience:** 2–4 years of relevant work experience, including the management of Microsoft SQL server database.
- IT-related customer service and training experience.
- Knowledge of information technology and computer systems, including content management system platforms.
- Demonstrated report writing skills, including complex query writing and report creation.
- Demonstrated data collection and analysis to the student services field skills, and ability to present data in a clear and user-friendly format.
- Ability to effectively:
 - Provide technical assistance to state office team members on database usage and program required software.
 - Facilitate the implementation of new software.
 - Utilize Microsoft Office Suite proficiently.

Preferred Qualifications

- Web/Exchange Server administration experience.
- Sharepoint administration experience.
- Working knowledge of Active Directory.

General Requirements (upon offer of opportunity):

- Registered sex offenders (or anyone required to register) and individuals convicted of a felony crime are prohibited from employment with Take Stock in Children.
- Satisfactory background check and Attestation of Good Moral Character per Florida Statute.
- Ability to work in a classroom, office, and school environment.
- Ability to stand and sit for extended periods of time.
- Documentation that verifies identity and employability in the United States.
- Proof of any diplomas or degrees indicated as a job qualification.
- Two completed reference forms.
- Access to reliable transportation.

Travel: This position will require very minimal travel – less than 10%.

Note: This position is entirely or largely grant-funded and is therefore subject to the availability of funding that supports TSIC programming.

To Apply: Please send a resume and cover letter to jobs@tsic.org. Applications will be reviewed as they are received until **November 9, 2018**.

Take Stock in Children is an Equal Opportunity Employer that does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information, or any other basis protected by relevant national and state law.