St Joseph's Institution International School Malaysia

Title	**IT Data & Systems Technician**
Reports to	**Bursar**
Department	**Central Administration**

Roles and responsibilities:

- Provide IT support for the School's Student Management System (SMS), Website, Google Suite, Windows Server and network system
- Support and upkeep of data in Google Suite, SMS, School website, Managebac, Tapestry, Meet the Teacher, Turn it in and any IT related system, including:
    - creation and maintenance of students, staff and parents' accounts
    - use relevant software for booking events, creating report templates, checking attendance and accurate records
    - Ensure confidentiality of data and information for all platforms
    - To ensure all staff are appropriately trained to use the relevant systems application
- Support and maintenance of academic data, including:
    - Producing analysis exam results and summative assessment for pupil database and liaise with SLT on statistics generated
    - Uploading students to GL Assessment testwise website to conduct tests
    - Producing reports from GL Assessment testwise
    - Producing documentation for invigilators to conduct GL Assessments
    - Create, maintain, and update teaching sets
    - Generate student and teacher timetables
    - Provide assistants on GL Assessments and Examinations
    - Assisting the Examinations Officer with importing and publishing results and production of data for Head of Departments
    - Work closely with the Examinations Officer to utilise examination and reporting data effectively

- Contribute to the development, operation and monitoring of systems to ensure all changes affecting SMS data are collected and the data updated in a timely manner.
- Create strategic and operational data analysis systems to support in depth analysis to assist in the whole school self-evaluation process.
- Provide administrative and technical support to IT Department
- Other support task as may be required from time to time

Requirements:

- Possess Diploma / Degree in Information Technology or Computer Science
- Minimum 2 years related working experience
- Experience in Student Management System (SMS) – ISAMS, ENGAGE, SIMS, Wordpress would be an-added advantage
- Good command of English
- Able to work independently
- Good interpersonal skills, able to work under pressure, multi-tasking, team player
- Willing to work extra hours or beyond the normal working hours when required
- Ability to organize work and meet deadlines
- Applicants should be Malaysian citizens
- Email your application to joinus@sji-international.edu.my