



**Corporate Address**  
 100 Executive Drive  
 Marion, Ohio 43302  
 P: 740 389 4798  
 F: 740 389 4517

<b>Job Title:</b>	Infinite Campus Administrator		
<b>Department/Group:</b>	Student Services		
<b>Location:</b>	Columbus or Athens	<b>Travel Required:</b>	Minimal
<b>Direct Supervisor:</b>	Infinite Campus Manager	<b>Position Type:</b>	Full Time / Exempt

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Infinite Campus Administrator is responsible for providing accurate data reporting, software support, operations support, and data communication needs for META and its consortium and contract districts. The Infinite Campus Administrator performs assignments and projects that support the delivery of reliable and efficient data processing services for consortium organizations and entails knowledge and experience of SQL Server.

**PRIMARY RESPONSIBILITIES INCLUDE:**

- Maintain confidentiality with sensitive staff and student data including but not limited to Health Insurance Portability and Accountability Act (HIPAA)
- Maintain adherence to the Family Education Rights Privacy Act (FERPA) at all times
- Release installs
- SQL Server and reporting services database administration
- Run server maintenance and backups
- Research and master the use of software used and developed by META Student Information Systems
- Operate, manage, and report information through all software in use by our consortium and contract districts
- Identify software enhancements that will improve user experience
- Identify potential training improvements based on help desk inquiries
- Responsible for assisting consortium districts with the collection and reporting of district data to the Ohio Education Management Information System (EMIS) in a timely manner
- Host and present information at local training classes, seminars and events
- Assist districts with student scheduling
- Assist districts with assessment uploads into SIS
- Attend meetings and monitor changes in the regulations that govern data collection and distribute this information to all consortium districts
- Develop forms and processes to make EMIS reporting more efficient and accurate for consortium districts
- Assist districts to analyze, investigate, and correct errors with staff and student data
- Perform any and all other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Associate degree or higher or equivalent work history
- Understands web based programming
- Knowledge of and experience with SQL, JAVA, HTML, Javascript, and CSS are required; PHP, .NET are a plus
- High degree of proficiency in a variety of computer applications
- Ability to communicate effectively in both written and oral communications
- Must establish and maintain effective working relationships with other staff members and consortium districts
- Must have a highly detailed and thorough approach to the handling of consortium districts' student and staff data; must accept responsibility to assist districts to meet multiple deadlines throughout the course of a year that significantly impact funding and state report card data
- Ability to react productively to frequent interruptions and changing conditions
- Ability to accurately discern detail in written, statistical and tabular materials
- Ability to set priorities, organize and complete duties efficiently without supervision
- Ability to work collaboratively and to learn new technologies and skills