

DATA MANAGEMENT SUPPORT

Job Ad: 300-26-004

POSITION OVERVIEW

The Data Management Support will provide assistance with data management processes, including data collection, organization, and reporting. Responsibilities will include supporting the management of student records, student information systems, and administrative processes to ensure the accuracy of student data for Nominal Roll reporting. Duties will also include supporting the maintenance of various databases and applications by ensuring data collection and entry accuracy. The Data Management Support will work closely with the School Data Management Coordinator.

QUALIFICATIONS, EDUCATION & EXPERIENCE

- Minimum Grade 12 or related clerical and/or administrative skills;
- Experience with Microsoft Office 365 applications;
- Experience with organizing data, record keeping and reporting
- Experience with data entry with attention to detail and accuracy;
- Experience working with student information systems an asset;
- Current knowledge of data analytics and related technical skills is an asset;
- Ability to work independently and as a member of a multi-disciplinary team of professionals in a respectful manner;
- Knowledge and experience in data collection, privacy legislation, and Ownership, Control, Access and Possession (OCAP) principles, Freedom of Information and Protection Privacy Act (FIPPA);
- Flexible to travel to schools as required; and
- Possess a valid Class 5 Driver's License.

To apply: Send your resume, cover letter and (3) professional references to:

employment@mfnerc.com | Fax: 204.942.2490

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. All candidates must be entitled to work in Canada. Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:

