



RAINIER SCHOLARS

Job Announcement

DATABASE AND SYSTEMS ADMINISTRATOR

POSITION TITLE: Database and Systems Administrator

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, underrepresented students of color. By creating access to transformative educational and career opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most underrepresented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% will be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others deemed possible.

With a budget of \$5 million, a passionate team of 35 and more than 800 scholars and families whom we currently serve, Rainier Scholars is recognized for our unwavering commitment to education, demonstrated success, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

SUMMARY: Rainier Scholars' work is supported by a growing backbone of technological tools. The Database and Systems Administrator is responsible for the continued maintenance of these assets, as well as providing thought-leadership about the use of technology to drive efficiency and effectiveness. The role offers a flexible range of self-directed, day-to-day responsibilities that meet organizational needs in three main categories: 1) database administrator (maintainer and creator), 2) subject matter expert on technology options and use, and 3) systems administrator managing computers and users in partnership with a Managed Service Provider (MSP) / IT company. Professional experience in at least one of these functional areas is required, with an interest in learning the others.

SALARY RANGE: \$65-75k based on experience, 40 hours/week. Benefits plan includes healthcare coverage and 403(b) matching. While most work is performed during regular office hours, some weekend and evening work is required.

RESPONSIBILITIES

Database Administrator

- Coordinate across departments to maintain and update student database.
- Design and create new processes and solutions as required.
- Provide database orientation to new staff and occasionally run refresher training.
- Diagnose and troubleshoot issues as they arise.

Technology Leader & Subject Matter Expert

- Guide and respond to organizational technology needs.
- Research, compare, recommend, and purchase new hardware and software, as required.

- Coordinate with staff across departments to collect, organize, and report data from small ad hoc reports to annual organizational performance metrics.

Systems Administrator

- Support student access to classes and other educational resources by managing student and staff access to shared resources, including Google Workspace and Microsoft 365.
- Empower staff to solve their own problems by creating tutorials and documenting processes.
- Manage relationship with the MSP:
 - Communicate Rainier Scholars' priorities for MSP plan and budget.
 - Guide Rainier Scholars' IT decisions and purchases based on best practices and thoughtful options.
 - Assess and provide feedback to MSP on quality of service.
 - Ensure timely and effective MSP helpdesk service to Rainier Scholars' team.
- Serve as organizational point of contact for software licensing with database, computer, and other vendors.
- Be available to coordinate emergency on-call incident response by the MSP (historically 1-4 times per year), including providing MSP access to our building, technology, etc.

A successful candidate will have or be able to:

- Strong interpersonal and communication skills, including the ability to work effectively with people of varied familiarity with technology.
- Demonstrated experience in programming and/or data management.
- An orientation toward troubleshooting/problem solving and the ability to toggle between independent learning and collaborative teamwork.
- Demonstrate a professional presence, strong interpersonal skills, and excellent written and verbal communication skills.
- Prioritize projects effectively, take initiative, demonstrate resourcefulness, and respond flexibly to changing work demands.
- Demonstrate strong organizational skills, time management, attention to detail, and follow-through.
- Support the culturally, ethnically, racially, linguistically, and economically diverse population we serve.
- Show exceptional judgment and integrity, including maintaining confidentiality, as appropriate.

QUALIFICATIONS

Required:

- Bachelor's degree.
- Minimum of 3 years of relevant technology experience, preferably in the education or nonprofit sector.
- Intermediate proficiency with one or more of the following: data administration (formula writing in spreadsheets, scripting, or programming tools), coordinating technology use, and managing systems.

Desired:

- Familiarity with computer hardware to make informed purchasing decisions.
- Familiarity with data and IT best practices including security, backup and recovery, performance monitoring, privacy, and troubleshooting.

Rainier Scholars

Attn: Hiring, Database and Systems Administrator

Email: apply@rainierscholars.org

Interested applicants should email cover letter, resume and list of references.

Please specify in your cover letter how you learned of this position.

Rainier Scholars is an equal opportunity employer.

POSITION OPEN UNTIL FILLED