



The Lyceum Alpinum Zuoz is an international boarding school with a history stretching back over 100 years, located near St. Moritz in the Engadin/Switzerland. 200 boarders from around the world and 100 local day students study at our school for the Swiss Matura, the German Abitur, and the International Baccalaureate Diploma. The school philosophy is founded on respect for tradition combined with innovative thinking and emphasizes values such as open-mindedness, tolerance, respect, fair play and commitment.

We are offering a new and challenging, permanent role, a key function of the ICT team:

## School Data Manager / ICT-Administrator

Male or Female

Workload: 60% - 100%

Start date: 1<sup>st</sup> March 2019 or upon agreement

EU/EFTA citizenship is required

Duties will include:

- Evaluation, implementation, maintenance, upgrading and ongoing management of databases and information systems used at the School.
- Management of iSAMS School Information System at the School.
- Liaison with ICT Team, School Administration and suppliers.
- Training and support of all users of these systems.
- Support of schoolwide digitalisation projects.

The position would suit candidates who bring:

- Experience of database integration and interface management.
- Experience of supporting Management or School Information systems.
- Proficiency in data analytics and Microsoft Office365 tools.
- Good organisational and process management skills; attention to detail and data accuracy
- Experience in international working environments.

*Lyceum Alpinum Zuoz is committed to safeguarding and promoting the welfare of children; the successful applicant will be subject to thorough background checks.*

We look forward to receiving your application, using the online form on our Website:

<https://www.lyceum-alpinum.ch/en/about-us/job-openings/online-job-application/>