

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

September 8, 2022

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- Position:** Data Specialist  
(12 month position)
- Location:** Administration Center  
310 Stadium Drive, Brownsburg, IN
- Qualifications:**
- Technical training including computers and databases beyond a high school diploma
  - Comprehension of how data is stored, moved and integrity maintained
  - Ability to work well with all levels of faculty, staff and students
  - Basic operating knowledge in Windows environment with Excel knowledge a must
  - Knowledge in Oracle, SQL or Access a plus
  - Job experience with data and student records preferred
  - Experience managing, interpreting, and creating databases from multiple software products
  - Must be efficient, detailed oriented, accurate and capable of managing multiple assignments
  - Excellent written and verbal communication skills
- Responsibilities:**
- Works in developing and maintaining various databases across the corporation
  - Specializes in the warehousing of corporation data, student data, bus data, and cafeteria data
  - Responsible for the electronic submission of State and Federal reports
  - Works and trains with staff in the utilization of the student management and other data programs
- Starting Date:** Immediately
- Contact:** Submit online application at: [www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)  
(Click on Employment, select Support Staff application)
- Jodi Gordon  
Director of Human Resources  
Brownsburg Community School Corporation  
310 Stadium Drive  
Brownsburg, IN 46112  
PH: 317-852-5726

**Equal Opportunity**

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.