

# Database Coordinator

## *What is the job?*

The database co-ordinator maintains the national database for the Australian Student Christian Movement

## *What is the national database?*

The national database records information about past and current members of the ASCM. This information is used by a small number of workers to assist communication within ASCM and for promotions and fundraising.

## *What is the ASCM?*

The Australian Student Christian Movement is a movement of students interested in exploring questions of faith in an open, ecumenical environment and living the faith through acts of justice in the world.

## *What is expected?*

The database co-ordinator is expected to:

- Maintain the database of ASCM student members and Friends,
- Record Jubilee Grapevine subscriptions, and other details as required,
- Promptly produce printouts of lists and labels as required by ASCM workers,
- Assist the ASCM executive to manage information efficiently and effectively,
- Archiving the database annually.

## *What about privacy?*

Access to the national database is controlled by the Database Co-ordinator and by resolutions passed at meetings of the ASCM executive. ASCM workers, members, and Friends may request access to the information on the database, which is granted at the discretion of the Database Co-ordinator.

## *What resources are required?*

The Database Co-ordinator is expected to have access to a computer, the internet, and Microsoft Access. The Database Co-ordinator must be able to access and use these facilities in a manner that ensures the database remains confidential. The ASCM does not have the resources to provide these to someone who takes on this position.

## *What skills are expected?*

The Database Co-ordinator must have a good knowledge of Microsoft Access. This includes being able to create and manage a database with multiple tables, extract information using queries, and mail merging to letters and labels.

## *What is the commitment?*

The Database Co-ordinator is expected to take on this position for a minimum of three years. An honorarium of \$800 per year will be paid, along with any additional costs incurred.