



Moses Brown School

Staff Position Description
250 Lloyd Avenue
Providence, RI 02906

Title: Network Administrator
Department: Technology
Supervisor: Director of Technology (Grant Henderson)
Status: Full-time, Non-exempt (12 months)

Moses Brown is a 236-year-old co-educational independent day school enrolling 775 students, nursery through twelfth grade. A Friends school, MB exists to inspire children to reach their full intellectual and spiritual potential. We engage students in a rich academic curriculum, a broad offering of arts and athletics, and a daily life rooted in the Quaker values of community, equality, and service. We affirm the Quaker belief that there is an Inner Light in each person that is worthy of dignity and respect. We consider simplicity, integrity, group wisdom, and respect for differences to be paramount in helping students of all faiths and backgrounds discover their identity and mission in the world. In its hiring practices, Moses Brown does not discriminate and seeks to maximize the diversity of the school in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language.

Purpose/Objective: The Network Administrator researches, develops, and implements new solutions for, as well as, provides lead technical and operations support functions for all network services including switches, routers, access points, firewalls, servers, etc. Additionally the Network Administrator provides support, management, and assistance with existing software as well as installation of new applications. Provide other support as part of the Technology Department. Perform other duties as required by the Director of Technology.

Major Responsibilities:

1. Administration of the school's network infrastructure including, but not limited to, Switching (HPE/Aruba), Wireless (Aruba Mobility Controllers, Airwave, Clearpass), Servers, VMWare environment (vCenter, ESXi hosts, Nimble storage), Firewall (Palo Alto)
2. Troubleshoot and resolve hardware, software, and connectivity problems, including user access and component configuration. Act as Tier 3 support. Assist the user services team with high level/network related troubleshooting.
3. Ensure routine backups and archival of files stored on the network to assist with disaster recovery. Develop new solutions as appropriate.

4. Document system problems and resolutions for future reference. Seek assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Create new procedures as is necessary. Act as a key resource for other department members.
5. Lead and plan the installation, configuration, update, maintenance, and support of network and Internet/cloud systems.
6. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability, including remote support.
7. Maintain the operating system and security software utilized on the network, including the addition of new users to the network and establishment of rights and privileges.
8. Work as a team member with other technical staff to ensure a high level of service and support.

90 % Network Administration

10 % Technical Support

Scope: The Network Administrator responsibilities encompass the entire School including all Divisions and Departments. Responsibilities may require evening and weekend work in response to needs of the technology systems being supported.

Working Relationships/Contacts:

Contacts require a high level of patience, sensitivity, and sophistication; must demonstrate a collegial attitude, be able to persuasively represent the school's program and priorities, and have a strong service and problem-solving orientation. The Network Administrator will work most closely with Faculty, Staff and vendors; will also interact with Students, Parents, Alumni, and Volunteers.

Skills, Knowledge or Competencies:

- Strong knowledge of server, virtualization, and cloud technologies, including Azure.
- Knowledge of network operation, system design, and development methods techniques.
- Knowledge of network system protocols and topologies
- Strong knowledge of network management practices and procedures.
- Self-directed, highly organized, and the ability to work in a fast-paced, high-pressure environment managing multiple tasks and deadlines with attention to detail and quality.
- Some evening and weekend work required.

Education:

Four-year degree strongly preferred; will consider candidates with commensurate experience.

Experience:

Minimum of 6 years experience and demonstrated capacity in network administration.

Experience in an educational setting, or related non-profit preferred. Experienced professionals

with related transferable skills and a commitment to education will be given every consideration.

Compensation

Compensation is competitive and based on education and number of years of experience. The school offers a competitive package of benefits to its faculty and staff, including vacation, sick and personal days, health insurance, and retirement plan.

Moses Brown School is an equal opportunity/affirmative action employer.

To apply: *Email a resume and cover letter to jobs@mosesbrown.org using the job code "TC-004" in the subject line.*