Assistant Director of Network Technology

Position: Faculty, 2015-16 School Year
Reports to: Director of Network Technology
Posting Date: May 11, 2015

Function: Assists Director of Network Technology in computer networking tasks and with system wide technology projects. Also functions as a technical support resource for the Hathaway Brown School community.

Essential duties and responsibilities:
1. Assist Director of Network Technology with:
    a. Network/technology infrastructure projects, including servers/telecom closets/switches monitoring, maintenance and upgrades.
    b. Wireless Networking
    c. Database and account administration, training, development of custom reports and solutions. Some systems used: Education Edge, Financial Edge, Raiser's Edge, NetClassroom, NetCommunity, Crystal Reports, Office 365, Google Apps for Education, Finalsite, Haiku, Dynacal, MagnusHealth, ShoreTel & Spiceworks
    d. Research new hardware and software and propose implementation
    e. Creating policies and procedures
    f. Troubleshoot and resolve technology problems
2. Provide Tier 2 support for the help desk service including end-user assistance, training, documentation, and equipment/event setup/takedown
3. Maintain accurate inventory and reports of school equipment
4. Serve as a member of the school-wide Technology Review Committee
5. Performs other duties as assigned by Director of Network Technology

Required Skills:
● BS in Computer Science / Engineering / IT Systems field, with a minimum of three years related experience.
● Experience working with a complex network. Work in an academic setting is a plus.
● Fluency in Windows, Mac, iOS, AD 2008, AD 2012, VMWare, Aerohive wireless and as many of the above list applications preferred.
● Broad knowledge of application software, operating systems and devices, interactive website, and server technologies as used in educational environments
● Must work well in a collaborative team environment as well as independently
● Must have strong organizational skills and be detail-oriented
● Continually reviews and remains current with emerging technologies

Physical Demands:
● Must be able to travel all over the campus
● Must be able to comfortably lift 50 lbs frequently
● Will be exposed to multiple environments, outdoor, temperature controlled offices and server rooms
● Must be able to safely climb, bend, pull, reach, kneel, and stoop
● Must be able to operate a computer or related equipment 90% of the work day

Interested candidates should email or mail a resume and statement of teaching philosophy with cover letter to:
Hathaway Brown School
19600 North Park Boulevard Shaker Heights, Ohio 44122
hrstaffing@hb.edu, www.hb.edu, EOE