



# ANCILLAE ASSUMPTA ACADEMY

Ancillae-Assumpta Academy is seeking someone for the position of IT Systems Administrator. The job of the IT Systems Administrator was established with the purpose of providing technical support to provide network hardware, software, and technical support & services. The IT Systems Administrator role is to proactively support the Academy to use technology for curricular, instructional, and administrative functions. This full-time, twelve-month position ensures the smooth operation of the Academy's technology - providing coordination, planning, and technical expertise to end-users and school-based technology support staff for Windows, Apple, and iOS devices, as well as instructional and administrative systems.

This job reports to the Director of Technology.

- Maintains the proper operation and security of all computer networks, communications systems, cloud applications, supporting hardware, and their relevant software, databases, and any other resources.
- Installs new network hardware, servers, computers, and applications as required.
- Responsible for keeping all network hardware, servers, and other core applications up to date.
- Configures and monitors the backup system for proper operation and protection. Performs any data restoration as necessary.
- Communicates with management and personnel in order to integrate goals and activities.
- Responds to inquiries relating to his/her particular area, or to requests from other staff, etc., within given time frames and within established policy.
- Maintains appropriate records and provides assigned reports. The IT Systems Administrator is an exempt, full-time position and the schedule is generally Monday through Friday, 8:00 am to 4:00 pm (occasional installations or upgrades may require the ability to work different hours). Position is also required to handle emergencies or participate in inter-agency or community meetings beyond regular hours.
- Provides technical assistance, recommendations and consultations to employees in the operation of educational technologies/communication systems and other web/cloud-based applications while supporting technology systems and equipment (computers, peripherals, software programs, etc.) used for student instruction and administrative applications.
- Functions as the primary Windows System Administrator for all physical and virtual services.
- Functions as the primary Architect and Administrator for on-premises and cloud-based Active Directory Services.
- Designs, maintains and configures network solutions in a complex WAN environment.
- Administers infrastructure items such as firewalls, networking equipment, malware/virus and security processes.
- Provides technical support for both hardware and software issues.
- Actively maintains knowledge currency on state-of-the-art educational technology, applications and systems.
- Troubleshoots and identifies application systems problems/failures and takes appropriate action.
- Provides support related to educational technology systems and training of those systems.
- Plans and tests procedures and data for system testing as needed.
- Assists in facilitating workshops/trainings with the EdTech resource teachers.
- Ability to take ownership of assigned responsibilities and follow through to effective resolution.
- Ability to troubleshoot and find solutions if new or unique problems are presented.
- Create self-help materials designed for students and faculty (i.e., tips, tutorials, troubleshooting steps, etc.) and provide informal training on new/current technologies
- Maintain mobile device management using JAMF and Apple Configurator

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

- BS in Computer Science, Engineering, or related technical field with 5+ years related experience
- Experience in provisioning, configuring, maintaining, and support software and hardware: macOS, iOS, printers, desktop/laptop, networking equipment, Cloud Services, GSuite, etc.
- Experience in designing, building, configuring, installing, managing, monitoring and support of application systems such as Razors Edge, Follett Software, and VMware.
- Experience in designing, configuring, managing, and reporting of IT Service Management systems and Google for Education Applications
- Experience in designing, building, configuring, installing, managing, and reporting of Single Sign-On systems and Office 365 systems
- Experience in designing, building, configuring, installing, managing, and distribution of assessment applications and educational Web 2.0 applications
- System administration competence with educational technology platforms
- Experience in creating documentation, and diagrams
- Proficient in word processing, database, and spreadsheet software

Candidates should send resumes and applications to [hr@ancillae.org](mailto:hr@ancillae.org) .

No third-party solicitations or agencies, please.