

**Moses Brown School**  
**One Year Interim Staff Position Job Description**

**Title:** Network Analyst/Data Specialist

**Department:** Technology

**Reports to:** Acting Director of Technology

**Job Level/Salary Grade:** 4 / Non-Exempt Hourly

**Timeframe:** July 1, 2018 - June 30, 2019

**Purpose/Objective:** The Network Analyst/Data Specialist position provides the Technology Department a resource who is flexible in their day-to-day workload. Applicants should possess a strong understanding of and experience with networking, server/service and database systems. Network systems include switches, firewalls, content filters, wireless, etc. Server/services include Active Directory, VMWare, Windows Server, DNS, DHCP, as well as single-function appliances. Database systems revolve around maintaining our Student Information System (SIS), and the exporting data from and importing of data into the SIS.

**Major Responsibilities:**

1. Work as a part of the IT team to ensure a high level of service and support to all users.
2. Troubleshoot and resolve hardware, software, and connectivity problems, including user access and network configuration.
3. Assist with installation, configuration, troubleshooting, maintenance and support of network systems, including all LAN/WAN equipment, Wifi, Firewalls, Content Filters, etc.
4. Monitor network and perform necessary maintenance to support the highest level of network availability.
5. Administer and update Windows servers, network services and appliance firmware. Perform and verify routine backups.
6. Develop procedures to maintain the accuracy and integrity of the school's databases. Document and provide training of school personnel on database use.
7. Establish and maintain appropriate end-user database access control levels.
8. Work with SIS system(s) and related systems to maximize use. Populate, update, and retrieve data into appropriate databases as necessary. Plan and coordinate data migrations between systems.
9. Assist students as appropriate. Provide end user support, as well as other duties as required by the Technology Department.

**Scope:** Responsibilities encompass the entire School, including all 175 administrators, staff, and faculty serving 750 students across a thirty acre campus. Responsibilities may occasionally require evening and weekend work in response to needs of the technology systems being supported.

**Requirements:**

Applicants should possess a relevant Bachelor's degree and/or 1-3 years of experience in the field or in a related area. Experience in a school environment is a plus.

**Specific Skills, Knowledge and Soft Skills:**

- Ability to quickly learn and support new hardware, software, operating and data systems.
- Experience with Windows Server, Windows Storage Server and Active Directory.
- Experience with server virtualization environments, particularly VMWare.
- Knowledge of network environments, including switching, routing, VLANs, and wireless. Specific experience with Palo Alto, HPE, or Aruba Wireless a plus.
- Knowledge of network services, including RADIUS, DHCP and DNS.
- Understanding of network management practices and procedures, as well as security protocols.
- Ability to investigate and analyze information and to draw proper conclusions. Ability to prioritize between multiple issues and decide on the best course of action to bring them to resolution.
- Experience working with databases, including exporting data from and importing data into them. Experience with Access, spreadsheets, CSV manipulation, etc.
- Experience with an SIS system, particularly Blackbaud/WhippleHill, a plus.
- Ability to communicate technical guidance and instruction to users. Ability to write technical instructions for non-technical audiences. Maintain utmost confidentiality with regard to the information being processed, stored or accessed.
- Use interpersonal skills to work with a variety of constituencies. Professionally and successfully interact with students, faculty, staff, parents, alumni, volunteers, and vendors.

**About Moses Brown School:** Moses Brown is a 234-year old co-educational independent day school enrolling 750 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 deliberately seeks to maximize the diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language).

Please send resume, cover letter and references to [jobs@mosesbrown.org](mailto:jobs@mosesbrown.org) **referencing Job ID "TC-001" in the subject line.**