



SEWICKLEY ACADEMY

315 Academy Avenue, Sewickley, PA 15143 • [phone] 412.741.2230 [fax] 412.741.1411 • www.sewickley.org

NETWORK ADMINISTRATOR

Sewickley Academy, a private, coed, college-preparatory day school in Sewickley, PA (about 12 miles northwest from Pittsburgh) is seeking a Network Administrator working in the Department of Technology. The Network Administrator is responsible for the stewardship and monitoring of the data network and associated systems at Sewickley Academy. Working in close conjunction with the Director of Technology, Technology Staff, and the Building and Grounds staff, the Network Administrator ensures that all users of computers and associated technological equipment will be able to send their data to its destination in a reliable and expedient fashion.

In addition, the Network Administrator will monitor and maintain the integrity of the network equipment and all endpoints throughout the Sewickley Academy complex. It is the responsibility of the Network Administrator to ensure that all equipment (from the user, to the data closet, to the demarcation point to and from Sewickley Academy) is in good working condition so that loss or corruption of data is kept to an absolute minimum.

The Network Administrator reports to the Director of Technology.

Responsibilities include:

- Maintain and monitor the configuration of all the switches, routers, and firewalls which collect and pass on data packets from the user to their destination.
- Organize and assist in system hardware upgrades including operating system upgrades/deployment/imaging.
- Oversees and monitors the installation and subsequent administration of software/operating system patches and updates, anti-virus/anti-malware administration which assists in the safe-guarding of our electronic information.
- Stay informed about trends and occurrences which threaten the integrity systems and data such as: new viruses, malware, malicious e-mail attachments, and defective software, especially in the Operating System such as Windows, Mac OS X, and network switching/routing equipment (Cisco IOS).
- Maintain the integrity of the physical cabling which interconnects the computers, printers, switches, routers, servers, and other electronic equipment.

The successful candidate should be enthusiastic, have a desire and willingness to grow professionally, learn new skills; is able to work independently and as part of a team, possess a sincere appreciation for working closely with students, families, and teachers; and have a sense of humor.

In addition, preference will be given to candidates who possess a knowledge, background, or have prior experience with the following systems: **Microsoft:** Windows Server and Workstation, Active Directory, SQL Server, Exchange, Office, IIS, DPM, DFS; **Cisco:** IOS, CUCM/Telephony, Wireless; **Google** Apps, including Gmail; general database design, query, reporting; PHP.

Please submit a cover letter and resume to:
Director of Technology, Beau Blaser
via e-mail to jobs@sewickley.org

Sewickley Academy is an Equal Opportunity Employer.