



NEW HAMPTON SCHOOL

Position: Network & Systems Administrator
Reports to: Director of Technology
Classification: Full-time, Salaried, Exempt, Year-Round
Updated: July 2026

Job Summary:

The Network & Systems Administrator (NSA) is responsible for the administration, maintenance, security, and strategic development of New Hampton School's technology infrastructure. The NSA manages the school's network, server, virtualization, identity, and backup environments to provide reliable, secure, and scalable technology services that support academic, residential, and administrative operations

Job Status:

The Network & Systems Administrator position is a full-time, year-round exempt position with benefits in accordance with School policy. Flexibility in schedule may be required to support infrastructure maintenance, technology projects, emergency situations, and other technology initiatives at the discretion of the Director of Technology (DOT)

Responsibilities Include (but are not limited to):

The NSA works closely with the Director of Technology and other members of the Technology Office to ensure continuity of operations, maintain accurate technical documentation, support long-term infrastructure planning, and promote organizational resiliency through cross-training and knowledge sharing

The successful candidate will demonstrate strong technical judgment, effective communication skills, a collaborative mindset, and a commitment to building sustainable technology services through documentation, planning, and knowledge sharing

Technology Environment:

New Hampton School is a private boarding and day school serving grades 9-12 with a robust technology environment supporting academic, residential, and administrative operations.

The school's technology environment includes:

- Microsoft Windows Server and Microsoft 365
- Microsoft Entra ID and identity services
- Enterprise switching, wireless, and network security platforms
- Physical and virtual server infrastructure
- Backup and disaster recovery systems
- Apple and Windows endpoint ecosystems
- Cloud and SaaS applications
- A 1:1 student iPad program
- Campus-wide wired and wireless infrastructure supporting classrooms, residences, and administrative offices

Infrastructure Administration:

- Administer and maintain the school's network infrastructure, including switching, wireless, routing, and related technologies

- Administer physical and virtual server environments supporting academic, administrative, and residential systems
- Monitor infrastructure performance, capacity, and availability
- Troubleshoot and resolve infrastructure-related issues in a timely manner
- Coordinate infrastructure maintenance activities, upgrades, and technology refresh initiatives
- Maintain infrastructure monitoring systems and operational health of critical technology services

Identity and Access Management:

- Administer directory services, authentication systems, and identity management platforms
- Manage user access, permissions, and security groups in accordance with School policies and security standards
- Support single sign-on, multi-factor authentication, and related identity technologies
- Collaborate with other members of the Technology Office on user lifecycle processes and account administration

Business Continuity and Security:

- Maintain backup systems and disaster recovery processes for critical technology services
- Participate in regular testing and validation of backup and recovery procedures
- Assist with the implementation and maintenance of cybersecurity controls and infrastructure security practices
- Participate in incident response activities, vulnerability remediation, and infrastructure risk management initiatives
- Support cybersecurity compliance initiatives and security best practices

Infrastructure Planning and Project Management:

- Collaborate with the Director of Technology on infrastructure lifecycle planning and technology roadmaps
- Research, recommend, and implement infrastructure improvements while participating in technology projects, construction initiatives, and vendor engagements
- Assist in developing recommendations for infrastructure replacement, expansion, and budgeting priorities
- Manage assigned projects and provide regular status updates and documentation

Documentation and Knowledge Management:

- Create and maintain documentation of systems, network architecture, inventories, procedures, vendor information, and disaster recovery processes
- Develop and maintain procedures and documentation necessary to support the ongoing administration and continuity of critical technology services
- Participate in departmental cross-training and knowledge-sharing efforts
- Promote organizational resiliency by ensuring critical systems and processes are appropriately documented and understood by designated backup personnel

Collaboration and Support:

- Serve as a technical escalation resource for the Technology Office
- Collaborate effectively with faculty, staff, students, administrators, and external vendors
- Participate in departmental planning activities and contribute to continuous process improvement
- Provide occasional evening, weekend, or emergency support as necessary to maintain critical technology services
- Perform other duties as assigned by the Director of Technology



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Required Qualifications:

- Bachelor's degree in: Information Technology, Computer Science, a related field, or equivalent combination of education and professional experience
- Experience administering enterprise network environments, Windows Server, virtualization technologies, and server infrastructure
- Experience managing backups, disaster recovery, and business continuity systems
- Strong analytical, problem-solving, and troubleshooting skills
- Excellent written and verbal communication skills
- Demonstrated ability to develop, maintain, and update technical documentation
- Strong organizational and time management skills, with the ability to prioritize competing responsibilities
- Ability to work collaboratively as part of a team while also exercising sound independent judgment
- Self-motivated with the ability to work independently and take initiative
- Ability to manage multiple projects and priorities in a fast-paced environment
- Commitment to maintaining confidentiality, professionalism, and a high standard of customer service
- Ability to successfully complete a criminal background check and motor vehicle record check

Physical Requirements:

- Ability to adhere to attendance requirements and deadlines
- Ability to perform the physical demands of the position, including standing, walking, bending, reaching, and lifting technology equipment weighing up to 50 pounds
- Ability to work in mechanical spaces and other areas where technology infrastructure is installed

Additional Considerations:

- Experience working in an educational environment is preferred
- Relevant industry certifications are valued

How to apply:

Applications should submit a cover letter, and a resume to Theresa Hill at thill@newhampton.org