



NETWORK ADMINISTRATOR

Sewickley Academy, a private, coed, college-preparatory day school in Sewickley, PA (about 12 miles 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. The successful candidate must be highly organized, proficient in computer troubleshooting, and possess strong technical and problem solving skills. The Network Administrator reports to the Director of Technology.

Abilities:

- 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.
- Analyze problems and recommend solutions.
- Interact effectively as a member of a team and work collaboratively with other departments.
- Listen to customers (e.g. students, staff, etc.) and to understand and respond positively to their requests.
- Proactive and aggressive in the discharge of duties.
- Lift 25 pounds independently and up to 50 pounds with assistance.
- Perform equipment maintenance activities in a timely and efficient manner, so as to maximize availability to faculty and students and minimize downtime.

Job Requirements:

- Associate's degree in Computer Science or a related technology field required with a Bachelor's preferred.
- One or more years of strong exposure to general PC hardware and software.
- Experience with 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, and other common enterprise software.
- Provide one-on-one end-user problem resolution over the telephone or in-person for hardware and software e-mail, Internet and local-area network access problems, interconnected devices including smart phones, SmartBoards (interactive whiteboards), projectors, digital cameras, scanners, printers and network copiers.
- Possess strong interpersonal skills with both faculty, staff, and student populations.
- Superior organization, prioritization, self-motivation, and problem resolution skills.
- Assist other technology staff as necessary.
- Respond to student and employee questions.
- Other duties as assigned.

Work Environment:

Sewickley Academy is a mission-driven school that inspires and educates students to engage their hearts, minds, and hands to cultivate their full individual and collective potential in the service of a greater good. While performing the duties of this job, the successful candidate will represent themselves in a manner that is professional and upholds the school's mission and core values. Employees are expected to communicate professionally in person, over the telephone, through e-mail and other electronic means, and uphold the highest standards of confidentiality in their daily work.

Notice:

The intent of this job description is to provide a representative portrayal of the types of duties and responsibilities that will be required of this position and shall not be construed as a declaration of the total specific duties and responsibilities of this particular position. Employees may be directed to perform job-related tasks other than those specifically enumerated here.

To apply, 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.