Network Administrator

Carrollwood Day School is a private independent International Baccalaureate World School offering a college preparatory curriculum for students from preschool through 12th grade with an emphasis on character education.

We are currently seeking a full-time Network Administrator for the 2017- 2018 academic year. The Network Administrator supports faculty, staff and students across two campuses by monitoring, maintaining and improving network hardware, network infrastructure, server resources, systems and key processes as a member of the Information Technology team. The Network Administrator must have a strong diagnostic and analytical technical skill set in multiple technologies.

In this twelve-month position, the Network Administrator will have duties and responsibilities in many areas, including but not solely limited to:

Responsibilities:

- Work with current staff to offer IT support to CDS students, faculty, staff and administration.
- Perform maintenance, repair and upgrades to computer network.
- Support notebooks, desktops, printers, servers, monitors, projectors, peripherals and iOS devices.
- Support Meraki and Cisco wireless network equipment.
- Install and maintain school application software.
- Configure and troubleshoot hardware and software.
- Administer users and groups in Mac OS Server, Google Apps, Schoology LMS and print services
- Maintain updated inventory and documentation on technology, computers and network equipment
- Assist with writing training, process, and ticket documentation (procedures), and train end-users
- Coordinate technical setup for school events
- Work with teachers to ensure success of major projects
- Follow up with faculty/staff/students to ensure the service delivery results were satisfactory, efficiently delivered, and consistent.
- Audio Visual (Projectors, Sound, Microphones, etc) setup and configuration.

Requirements/Qualifications:

- We are an Apple School, you must have knowledge and experience supporting Apple devices!
- Bachelor's Degree in a related field or IT work experience and knowledge
- Able to work with minimal supervision
- Must have a Customer first attitude
- Able to be proactive, take direction and establish ownership of projects.
- Proven ability to handle multiple and varied tasks.
- Ability to work well with faculty, staff and students at various levels
- Able to lift and properly carry up to 50 lbs.
- Advanced computer, software and network troubleshooting skills
- Advanced knowledge in variety of software including MacOS, iOS, and Google's G Suite of products
- Experience in the operation and administration of servers, network infrastructure and information technology systems
- Strong understanding of LAN/WAN, DHCP and DNS networking