



FRIENDS' CENTRAL SCHOOL

Network Administrator

Friends' Central School, an independent, coeducational, Quaker day school founded in 1845, and serving over 800 students in Nursery through grade 12, seeks a Network Administrator has primary responsibility for network and server hardware and software support and secondary responsibility for user workstation hardware and software support. This 12 month position serves as a member of the IT Team and reports to the Director of Technology. The Network Administrator is primarily responsible for ensuring the smooth operation of the school's server and network environment. The Network Administrator must adapt to the academic calendar and its seasonal priorities, be comfortable with and adept at multitasking, exercise sound judgment in establishing priorities, regularly communicate with other members of the technology staff, participate in shared decision-making, work independently and effectively manage her time. Additionally, the individual shall possess experience or demonstrate personality traits suggesting the ability to work successfully in an environment involving children of varying ages.

Responsibilities Include:

- Install and maintain network infrastructure
 - Configuring network switches and routers
 - Maintain firewall policies to ensure the safety of the network from internet attacks
 - Create firewall policies to prevent unauthorized access to websites
 - Setup and maintenance of Meraki Wireless network
 - Ensuring end user connectivity to the network
 - Making sure user authentication is secure
 - Configuring network policies to deliver the necessary security and desktop policies to maintain end user satisfaction
 - Support Google Apps connectivity with active directory
- Maintain servers and end user computers
 - Recommend computer and server purchases
 - Handling tech support calls for software and hardware support
 - Backup/restore network data and ensure integrity
- Manage server environment.
 - Troubleshoot and resolve server hardware and software problems.
 - Perform routine server maintenance tasks (check error logs, install patches, monitor capacity and performance).
 - Manage configuration of Active Directory, DNS, DHCP. file, database, and other services as necessary in response to school needs.
 - Manage server group policies and permissions to ensure network security.
 - Perform server upgrades and migrations as necessary.
 - Manage backup software and hardware systems to ensure consistent, reliable backup of server and client data. Manage configuration of additional server software applications such as voicemail, inventory, database, and deployment systems.
- Monitor, troubleshoot, and maintain Cisco, HP, Meraki, Fortinet, and network infrastructure systems (switches, routers, wireless access points, cabling, antivirus, wireless access control system).
- Provide end-user workstation hardware and software support, particularly troubleshooting, workstation-network interactions, best practices for image creation, and on-demand training in a mixed-platform, multi-function environment.
- Place and manage service calls with network infrastructure vendors as necessary.

- Create and maintain internal systems documentation including hardware and software maintenance records, inventory records, and a procedures resource book.
- Respond to technical requests from the Director of Technology and other IT staff in a timely manner.
- Regularly communicate project status and take responsibility for project completion.
- Maintain up-to-date knowledge, skills and abilities on new and emerging technologies that improve efficiency and effectiveness included but not limited to new operating systems, methods, systems, hardware and software.
- Complete server and network maintenance work after hours and on weekends (on rare occasions when necessary).

SPECIFIC JOB SKILLS Experience with Google Apps administration, Windows Server, Windows 7, and Macintosh OS X operating systems. Experience configuring and supporting Cisco and or equivalent local area network hardware. Experience installing and upgrading hardware components such as RAID, NIC, RAM, and hard drives. Experience with laptop and mobile device support. Ability to prioritize and handle multiple tasks successfully with strong attention to detail. Ability to work with a wide variety of people who have a wide range of skill levels and abilities. Ability to explain problems in non-technical terms. Ability to work independently, smoothly, even when under pressure with several issues needing attention. Strong verbal and written communication skills. Possess great team skills to work on group projects and other collaborative efforts.

Interested candidates should send a resume, cover letter, and three references to
careers@friendscentral.org

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community, who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our Diversity Statement.