



Network Systems Administrator

Opportunity Statement

Dawson School, a private K-12 day school in Lafayette, CO, seeks an exceptional Network Systems Administrator. The Network Systems Administrator is a year round full time position managing the network infrastructure, switches, security, wireless network, and phone system. This position is a key part of the IT team and works closely with faculty, staff, and students. The ideal candidate will have the ability to solve system wide problems and experience documenting procedures and infrastructure. Previous experience in an educational setting and/or Apple, Brocade, Aruba, Fortinet, and/or Microsoft certifications a plus.

Please see specific roles and responsibilities below.

Personal and Professional Qualifications:

- 5+ years of extensive working knowledge of computer hardware, software, networks, peripherals, and related technologies
- Strong troubleshooting skills
- Strong technology literacy
- Ability to explain technology in clear and understandable ways to a variety of audiences.
- Experience with working with children of all ages
- Proficiency deploying and supporting OSX, iOS, Adobe Creative Cloud, Microsoft Office, Google Apps, Google Vault
- Experience managing BYOD environments including mobile devices such as iOS, OSX, Chromebooks, Android, and Windows devices
- Experience with dual boot Mac and Windows integrated environments
- Experience working in an education environment a plus
- Experience troubleshooting using Mac OS X
- Experience troubleshooting using Windows 7/8/10
- Experience in mass deployment situations
- Experience with OS X Server, Windows 2008 R2 Server, Windows 2012 Server, Active Directory, Radius Authentication, VPN, VLANS, DNS, DHCP

Job Duties:

- Creative problem solving and ability to produce high quality, independent work
- Work cooperatively as a member of the Technology Department
- Work closely with the Director of Information Technology to implement new technologies and projects
- Work with and help maintain Helpdesk Ticket System

- Aid in maintaining, and troubleshooting a network of 400+ computers (95% Mac, 5% Win)
- Analyze, setup, install, configure, and test computer labs and faculty & staff computers
- Manage deployment of iPads using Apple DEP and MDM systems
- Update software, desktop/laptop/mobile computers, and other technology related items
- Install, setup, troubleshoot, and maintain printers, projectors and other technology items
- Manage an accurate inventory of technology department assets
- Analyze, design and document system processes to setup networking equipment, firewall, content filters, computers, software, and other hardware used throughout campus
- Source, evaluate and recommend hardware and software solutions from various vendors
- Create a disaster recovery plan to prepare for catastrophic failure to major technology systems
- Manage data archiving, backups, storage, and security systems
- Train faculty and staff in various technology applications
- Monitor and maintain network services including network, VPN access, servers, phone system, school signs, and wireless uptime
- Create accounts for students and faculty for access to network, wireless, email, and other software systems
- Troubleshoot and repair software, desktop computers, laptops, mobile computers and network connections
- Provide technical support and training for administrators, faculty, staff, and students
- Manage and monitor mobile and stationary computer labs

A competitive benefits package includes: medical, dental, life, paid time-off, and 401(k). This position is available immediately.

To apply: Please send a cover letter and resume to hr@dawsonschool.org. Please put Network Administrator in the subject line for immediate consideration.

No phone calls or regular mail, please.

www.dawsonschool.org