



PRESENTATION HIGH SCHOOL EMPLOYMENT OPPORTUNITY 2016-2017

IT SERVER & NETWORK ADMINISTRATOR

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Description

Administer the Presentation High School's (PHS) server and network environment to support the overall mission and vision of the school. Responsible for maintaining the reliability of the end-user operating systems on multiple platforms, including iOS. Responsible for the in-house installation, configuration, deployment, and support of servers (both physical and VM), network switches, firewall, wireless controller, email server, telecommunications systems, end-user computer systems, backup/recovery systems, printers, plotters and all related campus software. Provide systems services such as disk/file management, problem determination and resolution, disaster recovery and directory structure management. Perform research and documentation of the network servers, network switches, firewall, wireless environment, security systems and software components. Provide ongoing collaboration, planning and support for workstation analysis, network/LAN administration, Access Databases and network security. Deliver high quality, reliable work and handle complex assignments.

Reports to

Director of Technology

Responsibilities

- Maintain and administers the PHS physical and virtualized server environment, including campus network devices, firewall/security devices and wireless network environment. Provides technical expertise and guidance in these areas of hardware and software components.
- Analyze equipment performance and work in tandem with the IT Director and associated vendor(s) in order to determine the need for upgrade, repair or replacement.
- Works jointly with the IT Director and PHS Administration regarding Information Security to plan, coordinate and implement security measures in order to protect data, software, and hardware. Management of the PHS network data regarding backup, restoration and disaster recovery processes. Develops procedures, programs and documentation for backup and restoration of system/software recovery.
- Establishes, maintains and manages user accounts in collaboration with the Information Services Manager. Installs, modifies and maintains system, utility and educational software across campus systems and servers.
- Manages the data center devices including hardware, software and networked facilities equipment such as air-conditioning system, UPS, generator and fire protection system.
- Follows accepted project methodology concepts as it applies to the PHS Technology Environment. This includes updating specific information within the IT Ticket System and meeting all project deadlines in a timely manner with clear and concise communication with the IT Team and the school's users.
- Works jointly with the IT Team in support of the PHS 1:1 iPad Program, including device configuration, inventory, assignment and maintenance.
- Identifies and recommends changes to improve systems and network configurations.
- Provides 24/7 troubleshooting support for the server environment through automated and direct network monitoring and through coordination with the IT Director and associated vendors during trouble alerts and/or upgrades.
- Provide second and third level service desk support for end users. Provide third level support for the Information Services Manager with regard to the Access Database, InfoSnap System, Smart Tuition and Powerschool database.



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Responsibilities (continued)

- Responsible for the efficient operation of PHS's network environment, which includes, and is not limited to, desktop computers, laptop computers, laser/inkjet printers, 3D printers, biometric systems, digital key systems and wireless hardware.
- Regularly monitors for conditions that may require corrective action and advises the IT Director of the recommended resolution. Implements and maintains the PHS's LAN/WAN and desktop policies, procedures and standards and ensure their conformance with IT and PHS objectives.
- Perform various duties as assigned by the IT Director. These may include preparing reports, attending meetings, and performing studies as they relate to information technology and educational technology.

Qualifications

- Bachelor's degree in Information Technology or related field is desired, but four years of related experience may be substituted in place of the degree.
- Master's degree in Information Technology or certification(s) in VMWare, Microsoft and/or Network Management preferred.
- Experience in enterprise server and network infrastructure.
- Experience in Enterprise Firewall Appliances, specifically Sonicwall.
- 2 years experience supporting Windows servers.
- 2 years experience in supporting Meraki wireless environments, including Meraki controllers and Access Points or equivalent wireless networking systems.
- 2 years experience in server installation, troubleshooting and maintenance.
- 2 years experience in VMWare and SAN management
- 2 years experience with database management, specifically Microsoft Access.
- 2-3 years experience on desktop/PC hardware and software, with two years being in the Windows technical environment.
- 1-2 years experience with Apple OS desktop and laptop hardware and software.
- Preferred 1-2 years experience with Apple iOS and iPads, preferably in an educational environment, including VPP and app allocation.
- Preferred knowledge and experience working in a private educational environment, 1:1 iPad programs, Follett Library Systems, PowerSchool administration, Google for Education Administration, SmartTuition, and InfoSnap Administration.
- Strong decision-making skills.
- Good interpersonal skills coupled with good verbal, written and organizational skills.
- Ability to handle multiple tasks concurrently with minimal supervision.
- Must be a team oriented individual who can collaborate, follow directions and meet deadlines, while at times being self-directed and self-motivated.
- Ability to take ownership of assigned tasks and responsibilities.
- Must have proficient technical, analytical, problem solving skills.



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Qualifications (continued)

- Must be able to work flexible hours when the need arises. Flex hours with some weekly telecommuting coupled with on-site days are possible.
- Must be able to lift up to 40 lbs., with or without reasonable accommodation.

Application Process

Interested applicants are asked to visit the “Employment Opportunities” page on the Presentation website and download the appropriate PDF application. Complete the application and email your application, a letter of interest, résumé, portfolio and contact list of references to employment@presentationhs.org. Qualified applicants will be contacted regarding next steps.

Presentation High School is a Catholic, college preparatory school for young women. We offer a competitive salary, comprehensive benefits and a close-knit professional community. We seek talented and innovative professionals who have a commitment to excellence.