

Systems Administrator

Flintridge Preparatory School seeks a Systems Administrator to maintain, optimize, and secure the network and server infrastructure along with the Windows and macOS environments. In addition to technical proficiency, the ideal candidate will be a self-starter with excellent organizational and interpersonal skills. Flintridge Prep offers a competitive salary, great benefits, and professional growth opportunities. This is a full-time position.

Primary Responsibilities:

- Administration and maintenance of HPE Proliant servers, VMware ESXi, Windows and Linux servers, Brocade switches, Ruckus WiFi with Cloudpath onboarding, SonicWall firewall, and ShoreTel VoIP infrastructure
- Manage Microsoft server environment including Active Directory, Azure AD Connect, DHCP, DNS, GPOs, File and Print servers, and Office 365
- Manage Microsoft SCCM and Windows OS deployment and patch management
- Manage Jamf Pro and macOS environment deployment and patch management
- Third-party application deployment and patch management
- Manage Veeam backup infrastructure and off-site cloud backups
- Google G Suite administration
- Collaborate with the Director of Student Technology Services in integration of classroom technology.
- Maintain and foster relationships with external vendors and IT consultants
- Research and implement solutions to improve the overall security posture of the school
- Coordinate with help desk position to resolve issues submitted via ticketing system; provide level 3 support.
- Documentation of systems and network architecture, procedures, and policies
- Perform other duties as assigned or requested

Required Qualifications:

- Bachelor's degree or relevant experience
- 1-3 years of Windows 2012R2/2016 administration experience
- 1-3 years of Office 365 administration experience
- 1-3 years of VMware administration experience
- Working knowledge of OSI model and TCP/IP networks
- Detail-oriented with excellent organizational skills, and able to multitask effectively
- Strong interpersonal, written, and oral communication skills

Preferred Qualifications:

- OS & Applications: Microsoft SCCM & Jamf Pro
- Networking: Brocade, Ruckus, SonicWall
- Backup system: Veeam
- Certifications a plus

Interested applicants should email Sylvie Andrews (sandrews@flintridgeprep.org) with a resume and cover letter.