Harbor Day School

Systems Administrator

Harbor Day School, a K-8 independent school, is seeking a full-time Systems Administrator.

Network
- Responsible for the implementation, security, backup and administration of the network and associated systems
- Maintain and update hardware and software associated with the campus network as needed including: PC and Mac systems, LANS, VLANS, WANS, Switches and hardware, Firewall & Content Filter (Sonicwall), Wifi, Cisco systems devices, Servers: OSX, Casper, Data, File, Filemaker, Windows, Blackbaud, DHCP, Active Directory, VOIP, Security cameras
- Provides network troubleshooting support to all members of the school community.
- Research and recommend new networking technologies, as well as upgrades to existing networking technologies.
- Document and maintain documentation of existing systems

End User
- Respond and support IT related helpdesk issues - Help desk uses Spiceworks - expectation is to respond to request within 24 hours of request and then log solution within 24 hours of completion
- Oversee the distribution and deployment of end-user machines and their respective images, including: Apple clients, powered by: OSX laptops and desktops, Administration Windows clients, powered by: Desktops, laptops, tablets, Blackbaud, Maintain accurate and complete documentation for all servers, systems and hardware mentioned above
- Design and implement application and OS update services

Other
- Manage work performed by IT contractors on select systems and hardware
- Collaborate with other members of the Technology Department to support the successful delivery of technology services throughout the school
- Manage multiple, often competing, priorities
- Effectively communicate and collaborate with other faculty and staff
- Other duties as assigned by the Director of Technology
- Education requirement: Bachelor of Science in a related field

Please send resumes to: jobs@harborday.org.