



BROWNELL TALBOT

System Administrator

Job Type - Full Time

Our Mission

Brownell Talbot School is a safe, caring community dedicated to academic excellence and to preparing students for success in college and in life. Through experiences in academics, activities, and the arts, students learn passionately, think critically, act responsibly, and lead with integrity.

Philosophy

We value integrity, self-discipline, and each person's inherent dignity. Our community challenges each student to endlessly strive to reach his or her potential through exploration, understanding, and development of the creative, intellectual, physical, spiritual, and social self. Through an appreciation of the United States and its role in the global community, students will become responsible leaders and stewards of their community, country, and world.

Our School

Brownell Talbot, founded in 1863, is a Nebraska state-approved preschool through grade 12 school. We are a member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS) and are accredited by AdvancED. Brownell Talbot is an exciting environment for professionals who like to be part of a supportive team of dedicated individuals who thrive on the challenges and rewards of working with an active community.

Position General Description

The System Administrator works to ensure that the computer systems are kept working in an efficient manner. This can include fixing any issues with the design of the network, software, and computers of the school computer systems. Maintaining these systems, monitoring them, and issuing upgrades and answering questions are all duties the System Administrator performs. This position reports to the Director of Technology and works daily with faculty and students. Must have experience in the use of technology in a classroom setting. The Systems Administrator is responsible for helping maintain the infrastructure systems that support critical school functions. The System Administrator will help ensure the school network, Windows machines/servers, directory services, and security environments function properly.

The System Administrator:

- Supports LANs, WANs, network segments, Internet, and intranet systems.
- Maintains system efficiency.
- Helps ensure design of system allows all components to work properly together.
- Troubleshoots problems reported by users.
- Helps maintain 1 to 1 staff/student deployments.
- Makes recommendations for future upgrades.
- Helps maintain network and system security.
- Analyzes and isolates issues.



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- Monitors networks to ensure security and availability to specific users.
- Evaluates and modifies system's performance.
- Identifies user needs.
- Maintains integrity of the network, server deployment, and security.
- Performs daily backups as part of both onsite and offsite disaster recovery plan.
- Ensures network connectivity throughout the school's LAN/WAN infrastructure is on par with technical considerations.
- Performs network address assignment.
- Assigns routing protocols and routing table configuration.
- Assigns configuration of authentication and authorization of directory services.
- Maintains network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Maintains network servers such as file servers, VPN gateways, intrusion detection systems.
- Administers servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Approves and blocks websites in filtering appliance.
- Assists with school website management.
- Functions as an administrator for Google Apps for Education.

Qualifications

- Experience working in K-12 educational settings.
- Bachelor's degree in computer related field preferred.
- Must be able to work independently and collaboratively in troubleshooting computer hardware, software, and network problems.
- Qualifications as an Apple Certified Macintosh Technician are preferred and would be required within one year of hiring date for continued employment and then must be maintained thereafter. Note: Access to online training materials are provided.
- Experience with wired and wireless data networking, management, and associated troubleshooting. Experience with Cisco Lan Controller is a plus.
- Experience with PC and OS X Servers and their management.
- Experience with device management systems (preferably JAMF).
- Experience with productivity and creativity software such as Microsoft Office, Apple iWorks, Filemaker Pro, Apple iLife, and Adobe Creative Suite.
- Must work well and communicate effectively with a variety of people (staff, students, and the general public).
- Familiarity with Google apps for education administration.

Application process: Interested candidates are invited to visit www.brownell.edu/careers to obtain an application. Please submit the completed application, resume, and cover letter to careers@brownell.edu.