Mission Statement

Regis High School transforms Catholic young men through an academically exceptional Jesuit education in a caring community which inspires leadership, generosity, and a lifelong passion for service as Men for Others. Regis is tuition free, and merit based, giving special consideration to families in need of financial assistance.

Position

As a Systems Administrator you will have the extraordinary opportunity to work with approximately 530 exceptional, gifted young men, talented faculty, and committed staff. Located in New York City, Regis High School is a Catholic, Jesuit, college preparatory school and the only Jesuit, full-scholarship high school in the country. The school was founded in 1914 through the extraordinary generosity of an anonymous woman and her family. Regis now relies on philanthropy of alumni, parents, and friends as it most significant source of financial support. Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. Regis seeks to inspire and educate the ethnically diverse young men in its care to become imaginative Catholic leaders committed to promoting justice and exerting leadership in the Church, in their civic community, and in their future chosen profession.

Position Summary

Regis seeks a creative technology professional to join its Information Technology Department. The successful candidate will be high energy, proactive, and interested in working with faculty, staff and students, in addition to managing various critical technology systems. Strong communication, organizational, and analytical skills are a must. The ideal candidate will be curious about innovative implementation of technology and willing to learn a wide array of hardware and software to support the school's infrastructure.

The Systems Administrator (SA) is a full-time, 12-month position reporting directly to the Director of Information Technology (DOIT). The SA operates primarily as a network systems administrator, tending to ongoing operation and maintenance of infrastructure components. Additionally, the SA operates as a technical support engineer, in conjunction with the IT Support Specialist (ITSS). Systems-related support requests are routed directly to the SA. Other requests are routed to the ITSS, who can elevate requests to the SA as needed.

The SA works directly with the DOIT to evaluate, implement and support ongoing technological initiatives. An in-depth understanding of the relations and interdependencies of the various IT components is necessary in order to ensure appropriate functionality. As such, the SA is expected to remain current regarding current best practices as well as emerging technologies.

Job Responsibilities

System and network management
- Configure and manage the school's IT systems, including:
    - On-premise server and appliance hardware.
    - Virtual servers (Windows Server on VMware).
    - Cloud tenants for core services (Microsoft 365 and Google) and other cloud-based software.
    - User accounts and network directory structure (Active Directory and Group Policy).
    - Wired and wireless network systems, including maintenance and termination of physical cabling.
    - Firewall, Internet connection and DNS table.
    - VoIP telephony systems.
    - Building security systems.
    - Battery backups systems.

Equipment maintenance
- Install and maintain hardware and software of IT equipment. Supported equipment includes:
    - Computer workstations (including desktops, laptops and tablets for students, faculty and staff).
    - Printers.
    - IP telephones.
    - A/V systems (including projectors and video sources).
    - Security cameras.

- Maintain accurate inventory of all IT assets.

End-user support
- Provide prompt, on-target, informed technical support for faculty, administrators, and students while ensuring that appropriate service levels are met in addressing user issues by resolving, researching or escalating them appropriately.
- Make effective use of the Help Desk software to track and manage user support requests and institutional assets.

Overall
- Supports and is willing to advance the Catholic and Jesuit mission of the school
- Works in collaboration with the administration in observing the principles and ideals for which Regis High School stands

Qualifications & Skills

- Demonstrates an eagerness to learn, explore, and complete tasks fully and efficiently.

- Demonstrates a high level of attention to detail throughout all his/her work.

- Able to prioritize tasks in order to ensure that urgent/critical tasks are addressed in a timely fashion.

- Highly self-motivated, task oriented, and takes pride in the quality of the results he/she produces.

- Able to manage a flexible work schedule, which includes 8 hour weekdays, with very infrequent expectations to work early/late hours or weekends. He/she is also available to remotely address urgent support needs after hours. The SA's daily schedule may vary between 8am-4pm and 9am-5pm, as determined in conjunction with the DOIT.

- Demonstrates patience and kindness while working to support and educate the community of staff and student users. He/she must work well with others on a daily basis.

- Excellent spoken and written English language skills. He/she must be comfortable speaking to others on the telephone and in person.

- Possesses an interest in becoming involved in the life and community of the school beyond the specific job-related tasks of the Systems Administrator position. Such involvement may include participating on a retreat or service project, and/or working with students on technology-related projects.

Required Skills
- Strong proficiency with Windows operating systems and software applications (current versions of Windows and Windows Server).
- Proficiency in troubleshooting hardware, software and network issues.
- Proficiency with TCP/IP, DHCP, DNS, wireless networking.
- Proficiency with Active Directory, Group Policy.
- Familiarity with Cisco/Meraki switches, routers, firewalls, and other related hardware.
- Experience supporting printers, mobile devices and audiovisual systems.

Preferred Skills
- Experience creating and managing virtual machines in a VMware environment.
- Familiarity with Cisco Meraki wireless access points and Cisco Unified Communications Manager.
- Familiarity with Linux and Mac OS.

Education & Experience

A bachelor's degree is required. A major in Information Systems, Computer Science, or other technology-related field of study is preferred. At least 5 years of experience in a related IT systems and/or support position is required.

Status

This is a fulltime, 12-month position.

Compensation & Benefits

Salary range $80-95K, commensurate with years of experience

Most benefits go into effect immediately. Participation in the 403 (b) occurs after one year of employment.

Other expectations

A willingness to work at times outside the normal school day and school year, including weekend events and summer immersions.

The school expects one to conduct oneself at all times in a manner which shall not bring reproach upon oneself or the school.

The job description is to be used merely as a guide of expectations rather than an exhaustive list of all duties and competencies. All requirements and skills are subject to change as the organization needs evolve.

To Apply:

Interested applicants should submit a cover letter and resume by email to employment@regis.org. Qualified applicants will be contacted regarding next steps once all required documents have been submitted. Applications will be accepted until the position is filled.

Regis fosters an inclusive environment where we recruit and retain highly talented staff with differing abilities and who maintain a belief in the critical importance of diversity in the life of a school. Regis is an Equal Opportunity Employer.