

## Systems Administrator

(Full-time, 12-month position)

Start Date: after April 1st, 2025

### To Apply

- Submit a cover letter, resume, and contact information for three professional references by email to [SystemsAdministrator@peckschool.org](mailto:SystemsAdministrator@peckschool.org).
- Reference the job title in the subject line of your email. No phone calls, please.

### About the Position

The Peck School, an independent co-educational K-8 day school in Morristown, NJ, seeks a full-time Systems Administrator to join its Technology Team. The Systems Administrator is responsible for designing, configuring, securing, and administering all aspects of Peck's local and cloud-based network, server, and database infrastructure. The Systems Administrator will report to the Director of Technology, Innovation, and Design. Typical office hours are weekdays, 7:30 am to 4:30 pm, with occasional after-hours updates and troubleshooting.

### Overview of Primary Responsibilities

- Design, configure, secure, maintain, and monitor all local and cloud-based network systems, including firewalls, switches, web filters, and wireless infrastructure.
- Manage all aspects of Windows server infrastructure, including file storage, DNS, DHCP scopes, active directory, user accounts, and group policies.
- Lead cybersecurity efforts and assist with periodic training of faculty/staff on best practices.
- Maintain and upgrade software for security cameras, access control (keycard), and license plate reading infrastructure, including software licensing and device configuration.
- Assist with cloud-based VoIP administration and campus-wide emergency notification systems.
- Design and maintain data backup schemes, UPS infrastructure, and disaster recovery procedures for servers and network systems.
- Administer antivirus, endpoint protection software, and printer/copier software.

- Create and maintain comprehensive documentation and schematics for all server and network topology, equipment, and configurations.
- Maintain an accurate and up-to-date inventory of all network hardware and system software.
- Coordinate with outside vendors and serve as project lead for major network infrastructure upgrades.
- Attend workshops, conferences, and professional development training, and hold memberships in professional organizations to stay current with changes in the technology space.
- Responsibilities as assigned by the Director of Technology.

### **Overview of Secondary Responsibilities**

- Assist with the administration of Google Suite for Education.
- Assist with administering Peck's Student Information System (Blackbaud SIS).
- Provide second-tier support for escalated student, faculty, and administrative system and network issues.
- Coordinate with the tech team on device image creation/deployment and MDM (Jamf) and collaboration with the ticketing system.
- Work with the technology team to select, support, and administer appropriate hardware and software for all classroom, lab, and administrative technology, including desktops, laptops (Mac and PC), iPads, printers, interactive whiteboards, and misc. A/V equipment.

### **Qualifications/Experience**

- Associate's or Bachelor's degree in Computer Science or a related field and/or appropriate certifications (i.e., CCNA, MCSA, Network+, Server+, Security+).
- 5+ years experience as a systems administrator or equivalent training and experience.

### **Competencies**

- Thorough knowledge of computer network models and protocols, server operating systems, database management, and related equipment.
- Excellent troubleshooting, organizational, and project management skills.
- Effective team collaborator with a growth mindset and positive attitude.
- Commitment to customer service and strong interpersonal and communication skills.
- Knowledge of the latest developments in technology, including AI, and a commitment to remain current in the field.

## **Physical Requirements & Work Environment:**

- Must have demonstrated ability to:
  - Lift heavy (up to 50 lbs.) equipment.
  - Crawl under or around furniture to install computer equipment.
  - Climb ladders and reach to install computer wiring and perform other tasks.
  - Work in standard office conditions and climate.

The Peck School seeks to create a culture of belonging. We welcome the unique contributions of individuals from diverse backgrounds. Qualified applicants are offered top-tier pay and exceptionally strong benefits. This position is an excellent opportunity for a highly motivated network professional to join a dedicated administrative staff and to be a part of a wonderful community of teachers, students, and parents.

To learn more about [The Peck School](#) and [working at Peck](#), please visit us online.