



The Buckley School values and supports diversity in the workplace and in the classroom.

## Systems Administrator

### **RESPONSIBILITIES and DUTIES**

Reporting to the Director of Technology, the full-time (12-month) systems administrator position ensures that server and network hardware and software, and all cabling infrastructure implementations and maintenance adhere to organizational values, industry best practices, and enhance the educational mission of the school. This individual must be “hands-on” and participate in the day-to-day operations of all aspects of the school’s computers, network, and all telecommunication systems. The individual must be able to interact effectively with outside vendors and with users having varying levels of technology expertise.

### **REQUIRED QUALIFICATIONS**

- Working knowledge of Active Directory forests, including creation and management of user accounts, Microsoft Exchange, and virtualized environments (VMware – ESX)
- Demonstrated understanding of and experience with server and network security, backup administration, and replication of disaster recovery systems
- Expert-level experience installing, configuring, hardening and tuning all enterprise-level variants of Linux/UNIX, Windows systems, and SAN systems
- Conceptual and hands-on experience with the following:
  - Cisco VoIP & switch networking
  - Copper and fiber cabling systems
  - Managing and maintaining Cisco wireless systems
  - Maintaining system and operational policies and procedures
- Project leading experience with outstanding project management skills

### **DESIRED QUALIFICATIONS**

- Bachelor of Science degree in Networking or Computer Science and 2-4 years of relevant experience
- Previous experience in a school or non-profit environment
- Working experience with Microsoft Exchange upgrades/migrations
- Experience with Quorum’s onQ appliances

**TO APPLY:** Qualified employees should submit their resume to Jose Tagle, Director of Technology, at [jtagle@buckley.org](mailto:jtagle@buckley.org).

### **ABOUT THE SCHOOL**

The Buckley School, a K-12 college preparatory school with 830 students, is one of the most respected independent schools in the Los Angeles. Buckley is known for its unique educational philosophy, the 4-Fold Plan of Education, which marries a whole-child approach with elements of

structure, as well as for its warm, intimate educational environment.

The school's curriculum balances academics, the arts, physical development and moral education. Its creative, personalized approach to education emphasizes high academic standards for all students, and includes traditional touches that develop the character and discipline that unlock students' potential.