



**Position Description:**

Tilton School seeks a qualified Network Systems Manager to join their Information Technology Team. The Network Systems Manager is a full-time, year-round, exempt position. Strong organizational, interpersonal, written and verbal communication skills along with experience in working as a team member in an educational and technological environment are preferred. The Network Systems Manager is responsible for designing, implementing, and maintaining the network system infrastructure needed to support the academic, administrative, and residential requirements of the school.

The Network System Manager will work under the supervision of the Director of Technology. The primary duties and responsibilities will include but not limited to:

- Designs, recommends, installs, documents, maintains, and administers all local and cloud-based network systems and servers, phone systems and servers, security systems and servers, data and power backup systems and servers.
- Research, recommend and, in some cases, requisition hardware, software and related resources.
- Maintain an accurate and up-to-date inventory of all network, phone, security, and backup related hardware.
- Assist with the troubleshooting and resolution of all hardware and software issues.
- Assist in creating learning resources for faculty, staff and students. These may include websites, tutorials, interactive programs and databases that support the faculty and students in integrating technology.
- Attend conferences, workshops, seminars and other events in order to stay current with current and emerging technologies.

The successful candidate will also demonstrate knowledge/experience with Aruba Networks, HP ProCurve, Clearpass, Airwave, Microsoft OS (client and server), Apple OS (client and server), Tyco/Software House, and Mitel hardware and software.

An Associate Degree in Computer Science or related field with minimum of five (5) years of experience in network administration is required. Work schedule will generally be Monday through Friday, days with normal business hours of operation. Hours will vary on weeks where there are special school events, which may include evening and weekend work.

**To Apply:**

For more information about Tilton School, please visit our website, <http://www.tiltonschool.org>. To pursue this position, please submit a cover letter and resume to Amy Cartmell, ([employment@tiltonschool.org](mailto:employment@tiltonschool.org)) Executive Assistant to the Head of School, Tilton School.



To learn more about the Tilton Experience, visit [www.tiltonschool.org/tiltonexperience](http://www.tiltonschool.org/tiltonexperience)

