



SENIOR SYSTEMS ADMINISTRATOR

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 930 students, employs 120 faculty and staff members and has an alumni base of over 4,600.

POSITION SUMMARY

As Senior Systems Administrator, you will be responsible for the design, implementation, maintenance and support of the Eastside Catholic campus network and will work to grow the school's network infrastructure. The qualified candidate will be a senior member of the Information Technology Team who is responsible for maintaining and supporting scalable, sustainable, highly available network architectures and services.

RESPONSIBILITIES

- Configure, install and support various network devices and services (including routers, switches, firewalls, load balancers, Storage, VPN, Wireless controllers/AP's, QoS)
- Direct and perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations
- Analyze system resource utilization, trending and capacity planning
- Provide level 2/3 support and troubleshooting to resolve issues
- Implement security tools, policies and procedures
- Maintain business continuity and disaster recovery systems
- Perform daily system monitoring including verifying the integrity and availability of all hardware, server resources, systems and key processes; reviewing system and application logs; and verifying completion of scheduled jobs such as backups
- Maintain documentation on IT systems and processes
- Administration of Microsoft Hyper-V, Active Directory, Server 2012 R2 and Windows 10

ABILITIES

- Ability to work with non-technical faculty and staff in an effective, professional manner
- Excellent oral and written communication skills
- Work as a team member with other IT staff and school faculty, staff and students
- Possess strong problem solving and troubleshooting skills
- Work with limited supervision
- Effectively organize and prioritize multiple ongoing tasks



EDUCATION

- BS or BA in Information Services/Technology, Computer Science or related field or previous experience with desktop systems administration and individual in-person support
- MCSE, A+, Network + or other relevant certification(s) or equivalent experience desired

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

Please apply directly on the [Archdiocese of Seattle's Applitrack](http://www.ocsw.org/employment.php) (<http://www.ocsw.org/employment.php>).

While we are a Catholic school, Eastside Catholic welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating extra-curricular activities and coaching all sports.