



Network Administrator

Salesianum is an independent Catholic secondary school for boys founded by the Oblates of St. Francis de Sales in 1903 and committed to the development of the whole person through dynamic college preparatory and extracurricular programs.

Salesianum seeks a Network Administrator to join the Educational Technology Department. Consisting of the Director of Technology and Instruction, the Technology Support Specialist, and Technology Integrationist as well as the Network Administrator, the department works as a team to support academic excellence, 21st century pedagogy, and the effective use of technology as key components of a whole person education. This position specifically establishes, manages, and maintains the Salesianum networks, student information system, course management system, and related technologies. As a resource to teachers and staff, this position is essential to integrating educational technology throughout the curriculum, providing technology support and a reliable, smoothly functioning network, and forming students in the responsible use of technology as digital citizens. The successful candidate has a strong technology background, is well-versed in multiple platforms and devices, is patient and positive with novice users, has strong interpersonal skills, and is capable of thriving in Salesianum's unique educational environment. Salesianum offers competitive compensation based on qualifications and proven experience as well as full employee benefits. The Network Administrator is a full-time, 12-month position.

Responsibilities include:

- Installing, maintaining, and monitoring software, hardware, firewalls, backup systems, and school networks.
- Assessing issues, interfacing with vendors for remediation, and providing recommendation for corrective action
- Resolve hardware, software, and network issues reported through our Request Tracker.
- Monitoring and installing updates to hardware, software, and network applications as needed.
- Managing Faculty and Staff, Student, and Parent accounts in the school's Learning Management System, Google Apps for Education, and other user accounts.
- Manage faculty and staff devices and other end-user technologies.
- Assisting in the development of technology training and orientation materials for Faculty, Staff, and Students.
- Supporting a culture of Digital Citizenship and the responsible use of technology across the school community.
- Supporting the implementation of the Technology Plan and the ongoing evaluation of policies and resources.
- Supporting the ongoing technology integration at Salesianum.

Qualifications:

- Apple and Microsoft technologies (i.e.: Windows Server 2008/12, Windows 7/8/10, SQL server, Exchange, Hyper-V, Active Directory, VMware)
- CWNA, VCP and MCP Certification preferred
- Preferred five years experience in similar position
- Expertise in network administration and security, proactive monitoring, system administration, including system maintenance, workstation support, and backup procedures.
- Proficient in Windows and Macintosh operating systems and associated network services like print servers, storage servers and web servers.
- Evident curiosity and excitement about new technology, and a commitment to continuous growth.
- Demonstrated ability to work as part of a team and connect with students and parents as well as faculty and staff.
- Outstanding customer service and interpersonal skills

Candidates should send a resume with cover letter to Dr. Michael Reichert, Director of Technology and Instruction, at mreichert@salesianum.org.