The Pingry School
Systems Administrator

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary (12-month, Staff)

The **Systems Administrator** manages Pingry's technology hardware and software and provides technical support and software problem resolution on the Short Hills Campus. The Systems Administrator reports to the Director of Technology and Curricular Initiatives.

Responsibilities:

Duties include, but are not limited to:

- Assess and resolve network and database connectivity issues. Proactively monitor the state of all Pingry technology systems, including e-mail, databases, WiFi, telephones, and Internet connectivity.
- Provide technology support to faculty, staff, and students. Prioritize work to best prevent disruption of teaching and workflow.
- Help manage and maintain network operating systems as well as the physical network infrastructure.
- Help manage Pingry's Mobile Device Management system.
- Create and manage inventory of all school-owned technology equipment. Tag and organize all new equipment.
- Help manage deployment of school owned equipment to faculty and staff.
- Make recommendations on hardware and software acquisitions.
- Develop and maintain relationships with hardware and software vendors and negotiate the purchase of new technology equipment.
- Proactively identify software licensing needs and maintain up-to-date licensing information for all software.
- Install and maintain classroom technology equipment, such as projectors, interactive white boards, the IP phone system, copiers, and audio / video systems.
- Create and manage school accounts for faculty, staff, and students, such as e-mail, course management systems, and various databases.
- Help implement backups of server data as an additional resource within the technology department.
- Prepare and deploy software images on school-owned computing equipment.
- Complete work orders as assigned. Respond to appropriate help desk tickets in a timely fashion.

Basking Ridge Campus, Upper and Middle School | *Short Hills Campus, Lower School*
131 Martinsville Road, Basking Ridge, NJ 07920 | 50 Country Day Drive, Short Hills, NJ 07078
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- Complete system repairs on Mac OS, Windows, and ChromeOS, and iOS devices.
- Help maintain the Pingry Finalsite hosted website CMS.
- Maintain expertise in the management and administration of the following:
    - Google Apps for Education including Google Classroom
    - Network infrastructure, including wireless network
    - Veracross
    - Active Directory
    - Finalsite
    - SeeSaw
    - FileWave Mobile Device Management software

Qualifications:
- Experience working in a K-12, particularly K-5, learning environment preferred.
- Excellent interpersonal and customer service ability.
- Excellent written and oral communication skills.
- Ability to work collaboratively as part of a team.
- Excellent technical knowledge of information technology systems including:
    - Wireless networks, particularly Ruckus
    - Personal computing technology and software using Windows, Mac, ChromeOS, and iOS based software
    - Database software, in particular: Veracross, FileWave, Google Apps for Education, and Active Directory
- Ability to manage multiple projects simultaneously to a successful conclusion within agreed upon time and cost parameters.
- Ability to proactively identify potential problems and opportunities to improve operations of the department and bring them to the attention of the Director of Educational and Information Technology.
- Must be able to complete hardware installs, which may require the physical use of ladders or accessing confined spaces.
- Must be able to unbox and set up new equipment, such as laptops, desktops, and monitors - which could include lifting objects of up to 30 lbs in weight without assistance.

Qualified candidates are invited to send a resume, personal statement, and cover letter to Mary Kokie McNaugher, Talent Acquisition Manager at mmcnaugher@pingry.org.

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