



Systems Administrator

The role of **Systems Administrator** for Our Lady of Good Counsel High School (OLGCHS) is to support all aspects of Information Technology (IT) at the school. This position is a full-time, 12-month position reporting to the Director of Technology.

HOW TO APPLY

Applicants should submit resume, cover letter, and four professional references by email to Patti Perfetto, Assistant to the Principal at pperfetto@olgchs.org. For best consideration, applicants should apply by January 29, 2021.

DUTIES

Delivery of essential IT services

- Monitor and maintain the functionality of all IT systems, applications, both physical and virtual infrastructure, and all other IT related functions, which support the Academic and Business operations of the school.
- Provide input and assistance in the evaluation, deployment, and management of current and emerging future IT systems for OLGCHS.
- Administer multiple virtual machines.
- Maintain and troubleshoot cloud-hosted phone system issues and data line connectivity.
- Maintain inventory and facilitate collection and distribution of technology equipment.
- Monitor and maintain the safe, secure and reliable storage of OLGCHS' electronic data and proactively raise awareness for and defend against web threats, viruses and hacker activity.
- Perform routine testing and maintenance of school-wide IT disaster recovery and continuity plan.
- Install, upgrade, and maintain the functionality of campus technology systems.
- Assist with research, development, and evaluation of policies, procedures, and guidelines related to data integrity and security.

Training and support

- Provide support in conjunction with the Director of Educational Technology related to the technical aspects of the school information system (SIS) and learning management system (LMS)
- Assist with training, providing IT resources, and evaluating and developing specifications for hardware and software to meet the needs of faculty and staff as appropriate.

- Provide technical support as necessary and/or requested in support of IT applications used by faculty and staff.

Other

Perform other reasonable duties as assigned by the Director of Technology.

DESIRED QUALITIES

- **Has advanced working knowledge of:**
 - Microsoft - Active Directory, Group Policy, SCCM, MDT, WDS, WSUS, RADIUS, Office365, Azure AD, Azure, PowerShell
 - Virtualization - VMWare, Hyper-V
 - Backup and Recovery - Veeam, Datto
 - Dell Servers and Switching, SonicWall, Aerohive, Meraki, Audio and Video technologies
 - GSuite, Google Classroom, Apple School Manager, JAMF MDM, Adobe Admin Console, LAN School, Apple Configurator 2
 - Both Mac and PC platforms
 - Technical aspects of network installation, servers and firewalls, maintenance, operation, troubleshooting, and repair (DHCP, DNS, VLAN's, Subnetting)
 - Types of databases upon which the school relies (onsite or cloud-hosted)
 - Classroom technologies (projection equipment, Apple TV, Extron, Epson)
 - Identification and mitigation of security threats, and best practices in risk management
 - Data processing, hardware, software, and hosted solutions, including email
 - Applicable laws and regulations as they relate to IT.
- **Has ability to:**
 - Have patience and exercise empathy
 - Apply IT in solving organizational problems
 - Communicate effectively in speech and writing
 - Present IT concepts in user-friendly language.
- **Is committed to:**
 - The mission of OLGCHS: *We inspire our students to excel, serve, and love*
 - Being a culturally competent colleague, as evidenced in actions and interaction with the diversity of students, colleagues, and parents that together form community
 - Providing exceptional service
 - Loving what you do!

EDUCATION AND EXPERIENCE

- Degree or equivalent with major coursework or extensive experience in Technology, Educational Technology, Computer Science, Information Systems, or related field.
- Experience working in an academic setting is preferred.

WORK CONDITIONS AND REQUIREMENTS

- On-call availability.
- Sitting for extended periods of time.
- Vision to read small print and computer monitor.
- Dexterity of hands and fingers to operate computing equipment.
- Ability to work under pressure generated by the needs of the organization.
- Ability to work in spaces with high levels of noise and temperatures from servers and fans.
- Valid driver's license, with no restrictions that would preclude driving on the job.