



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

NETWORK ENGINEER

Job Summary: The Network Engineer will provide Level 2 support to the System Administrator and Support person while working closely with the Director of Technology to ensure the network and its components are functioning at maximum levels and reliability.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures:

Submit cover letter, resume, and a completed non-teaching application form (located on this webpage) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Reports to: Director of Technology

Employment Category: Full-time, Exempt, 12-month

Duties and Performance Responsibilities:

- Troubleshoot complex computer problems in a logical and reasonable timeframe.
- Interact with Faculty, Staff and students to provide help as needed.

- Provide coverage to help desk (e-mail requests and phone support)
- Provide support for calls/emails and refer support requests to other staff as needed.
- Provide exceptional support to Administration and Leadership teams
- Image and maintain Computers/Servers/Switching
- Install/upgrade school supplied equipment including but not limited to computers, printers, switching/routing wireless access points, laptops, tablets, phones
- Create images, Sysprep – using SCCM, PDQ deploy
- Setup and maintain backup and recovery of school data
- Provides support for Asset Management software
- Setup and maintain school software (SCCM, Antivirus, Windows 10-11, server 2012R2, 2019, 2022)
- Create Group Policy for school users/computers
- Monitor and maintain Google domain
- Establish and maintain schedule for preventive maintenance on school equipment & document
- Maintain software patches for Windows updates/Antivirus/Fortinet/VEEAM
- Provide Tier II support for Network design and implementation
- Develop and maintain positive public relations with internal and external staff through prompt service, personal tact, courtesy, and assistance with problems at all times
- Ability to work as needed during off business hours (e.g., evenings, weekends, holidays)
- Perform other related tasks and functions as assigned

Qualifications and Experience:

- Bachelor's Degree in Computer Science required
- Industry certifications preferred
- Prior work experience in secondary or higher education preferred
- Minimum of four years' experience performing server administration and support
- Minimum of four years' experience with network support and installation
- Advanced understanding computer networking and connectivity
- Understanding of information systems security concepts and practices
- Demonstrate comprehensive knowledge in Microsoft Windows Operating Systems, Microsoft Office, Google for Education and other school related software
- Demonstrated ability to work with a team and develop optimal and effective professional collaborative relationships with colleagues

Other Skills and Abilities:

- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit and develop a passion for the Mission of the School.
- Proven working knowledge of school network security, internet security, and wireless security
- Excellent verbal and written communication skills
- Strong ability to ensure confidentiality with high degree of ethics
- Ability to work as needed during off business hours (e.g., evenings, weekends, holidays)
- Demonstrated ability to work with a team and develop optimal and effective professional collaborative relationships with colleagues
- Analytical mind
- Ability to learn new technologies quickly and follow processes

- Good time management skills; highly responsive
- Strong interpersonal skills with excellent customer service abilities
- Excellent leadership qualities and ability to work well with higher level management
- Strong documentation skills

Physical Working Conditions:

Must be able to lift light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds). Able to sit and stands for long periods of time.

Working Environment:

Regular exposure to favorable conditions such as those found in a normal office.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.