

**St. Mary's Academy
Employment Posting for Staff**

Job Position: Network and Infrastructure Manager

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a Network Administrator to join the IT team and take the lead on ensuring the school's networking infrastructure remains reliable, modern, and secure. In addition to maintaining the network, the position assists in the management of the institution's technology at large in collaboration with the rest of the IT department. The ideal candidate is a collaborative, front-facing personality who enjoys solving diverse problems in the IT space. The candidate also brings experience and can be a part of developing our vision for advancing technology and supporting STEAM initiatives across the academy. This is a full-time, 12-month, exempt position in our IT Department.

Major Duties and Responsibilities:

- Oversee the day-to-day operation of computer networks;
- Design, configure, and maintain the school's network configuration;
- Leverage troubleshooting techniques to resolve technical problems of a moderate to high scope and complexity to include the integration of hardware and operating systems;
- Negotiate and monitor contract agreements;
- Strategically identify and plan for major IT purchases;
- Manage cyber security compliance and ensure best practices to protect against vulnerabilities;
- Manage and maintain firewalls, network servers, switches, routers, and wireless access points
- Assist the technology team in support of faculty, staff, and students;
- Safeguard the Public Address System and ensure operation;
- Collaborate with with IT team in supporting the needs of the institution

- Other responsibilities as assigned by the head of the IT Department.

Required Qualifications:

Education and qualifications should include the following:

- BS in Computer Science or related field
- 3+ years working in network administration
 - Juniper, Cisco, CWNA, or BCNE Certifications Preferred
- Expertise with networking concepts such as switches, VLANs, wireless networks, fiber, cabling, and best security practices within a Cisco environment
- Strong troubleshooting skills and a love of diverse challenges
- Desire to learn and grow as a part of a collaborative team
- Strong work ethic, organizational skills, and high initiative
- A sense of resonance with the St. Mary's Academy mission

Preferred Qualifications:

- Experience and/or certification with Google Administration
- Use of JAMF, Apple School Manager, and/or other MDM software
- Experience PBX and phone system management
- Experience with PowerSchool or other SIS systems
- History with Clever, Canvas, and/or other student-facing instructional software
- Knowledge of AV setup and design
- Experience with projects, financials, and contractor management

Salary/Benefits:

The salary range for this full-time, exempt position is \$60,000.00 - \$75,000. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development. We are proud to offer an additional 20 days of paid vacation benefit beyond the school-based vacation days.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. No calls, please.