

(The Rev'd) David O. Browder, Rector | *Dr. Bill Mott*, Interim Headmaster

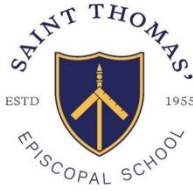
Systems Administrator Reports to Director of Technology

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School is seeking a seasoned Systems Administrator to spearhead the technological infrastructure supporting both educational and administrative functions within our school and church community. As the Systems Administrator, you'll be pivotal in researching, implementing, and maintaining a diverse array of IT solutions to meet the dynamic needs of our stakeholders.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- **Technology Solutions Management:** Proficient in evaluating and implementing technology solutions encompassing both locally installed software applications and Software as a Service (SaaS). Skilled in overseeing the deployment and upkeep of hardware, including interactive flat panels, document cameras, desktops, laptops, and other essential devices.
- **Network Infrastructure Support:** Demonstrated ability to manage and troubleshoot network hardware such as switches, servers, firewalls, virtual infrastructure, printers, and phones. Competent in administering systems like active directory, web filters, hyper-v, VMware, and Google Workspace to ensure optimal network functionality.
- **Current Technologies Awareness:** Possess a broad understanding of emerging technologies and their potential implications for improving educational and administrative processes.
- **Adaptability and Technical Proficiency:** Versatile in handling diverse technologies, ranging from conceptual understanding to intricate configuration details across computer and server hardware, network infrastructure, and educational software and hardware.
- **Project Management:** Skilled in leading technology-related projects, collaborating with internal teams and external stakeholders to ensure implementation within specified timelines and budgetary constraints.
- **Operating Systems and Applications Expertise:** Proficient in managing a variety of operating systems including Windows, Mac, Cisco Meraki, and smartphone platforms. Experienced in essential applications such as Microsoft Office, Adobe Creative Suite, and the Google productivity suite.
- **Work collaboratively with other staff members.**



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- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Support the School and its Leadership.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Perform other duties as assigned.

Education / Certification: Bachelor's degree in Computer Science, Information Technology or a related field. Relevant certifications such as CCNA, MCSA, CompTIA Network+ are advantageous.

Experience Required: Minimum of 2 years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs

Classification: Exempt

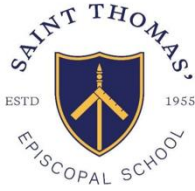
Skills / Abilities:

- Proven track record in a systems administration role, preferably within an educational or similar environment.
- Strong project management skills with a history of successful project deliveries.
- Excellent communication and interpersonal skills to foster effective collaboration with a diverse range of stakeholders.
- Strong customer service skills and willingness to assist others
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.



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STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.