



Job Posting

Systems Administrator & Technology Teacher

Start Date: ASAP

Position Description

Reports to: Director of Information Technology

Overall

- Serve as an active, contributing member of the Information Technology department, under the direction of the IT Director and Senior Systems Administrator.
- Teach an introductory course in technology to high school freshmen/sophomores

Network Maintenance

- Manage servers (including file servers containing user data, web servers, firewall, mail server, etc.).
- Configure/Manage user accounts and network directory structure.
- Troubleshoot issues related to Regis' Internet connection.
- Install/Maintain/Upgrade network operating system.
- Maintain DNS table (allowing for appropriate, secure connections to Regis network services internally and externally).
- Research new/different network hardware and software to meet the needs of the Regis network.

End-User Support

- Provide immediate response to user questions/problems/issues of support, covering all potential topics from network connectivity to broken equipment to repairing damage files
- Under the direction of the Senior Systems Administrator, manage user support requests through the Help Desk Tracking tool. Ensure that appropriate service levels are met in addressing user issues by resolving, researching or escalating them appropriately.
- Work cooperatively with the Technology Integration Specialist to train users.

Equipment Maintenance

- Configure/Manage/Repair hardware and software configurations of computer workstations (230+ computers, including desktop, and laptop machines; hard-wired and wireless network connections; students, faculty, and administrative users).
- Configure/Manage/Repair peripherals (scanners, printers, CD-ROM drives, etc.).
- Maintain and ensure functionality of network copiers.

Academic Instruction

- The Systems Administrator would be expected to teach an introductory Computer Technology course to students, commencing in the 2011-2012 school year.

Qualifications

A Bachelor's Degree is required. A major in Information Systems, Computer Science, or other technology-related field of study is preferred. Experience in a related IT Support position and/or secondary education is preferred.

Experience in Jesuit high school education, either as a student or employee, is preferred.

The qualified applicant ...

- is intimately familiar with PC workstation hardware, Windows operating systems and software applications, and a Windows network environment.
- is familiar with the configuration and maintenance of Cisco switches, routers, firewalls, and other related hardware.
- is comfortable working with high school-aged boys in an instructional capacity, and has had some experience serving as a teacher, instructor, trainer, etc.
- demonstrates an eagerness to learn, explore, and complete tasks completely and efficiently.
- is highly self-motivated, task oriented, and takes pride in the quality of the results he/she produces.
- is able to work flexible, varying hours (some days 7:30 am to 3:30 pm; other days 9:00 am to 5:00 pm)
- demonstrates patience and kindness while working to support and educate the community of staff and student users. He/she must work well with others on a daily basis.
- has excellent spoken and written English language skills. He/she must be comfortable speaking to others on the telephone and in person.
- possesses an interest in becoming involved in the life and community of the school beyond the specific job-related tasks of the Systems Administrator position. Such involvement may include advising a student club, participating on a retreat, and/or working with students on technology-related projects.

Compensation

The annual salary for this 12-month position is approximately \$50,000.

To apply, please send a resume and cover letter to jamatruc@regis-nyc.org

Contact Name: Joseph Amatrucola
Contact Title: Director of Information Technology
Contact Email: jamatruc@regis-nyc.org
Contact Phone: *please send application materials by e-mail only*