



# BayView ACADEMY

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**Title:** Network Administrator

**Department:** Technology

**Reports to:** Technology Director

**This is a full-time, full-year position.**

The network administrator is responsible for overseeing the day-to-day operation of the Academy's technology infrastructure. As such, the network administrator is responsible for upgrading, setting-up and maintaining the computer network, software and hardware including troubleshooting and problem solving technology issues that interfere with the work of the support staff, administration, faculty and students. The network administrator assists with the planning and implementation of all network upgrades by working with vendors and consultants to insure the best possible outcome. Working in a school with a one-to-one iPad program, the network administrator is part of the distribution, collection and set-up of student iPads. The position includes additional duties when assigned.

The Network Administrator needs to be familiar with:

- Windows Server 2008
- Managing Active Directory
- Rediker Admin Plus
- Aerohive Cloud Network
- JAMF Casper Suite for iOS
- Apple Configurator and deployment software
- iBoss Internet Filtering
- Security Camera Monitoring Software
- Administration of Google Apps for Education
- Administration Microsoft EDU
- Administration of Blackbaud Raiser's Edge
- Quickbooks

As a member of the technology department, the network administrator must be a team player who is willing to collaborate with other department members. This position requires a person who demonstrates flexibility, patience, good communication, as well as excellent problem-solving and people skills even under pressure.

Due to the constantly changing nature of technology, it is necessary to continue to update technology skills by taking part in professional development both off-site and in the form of webinar and reading. Along with professional development the network administrator must be able to work with tech support from a variety of companies to solve problems.

With administrative access to the Academy's databases and the information contained in them, all members of the technology team are expected to respect the confidential nature of that information.

St. Mary Academy - Bay View is an equal opportunity employer and does not unlawfully discriminate against any applicant because of race, color, sex, national origin, age, disability,

sexual orientation, gender identity or expression, genetic information, or any other class protected by federal or state law.

To apply, please submit the non-teaching application found on the St. Mary Academy - Bay View website at [bayviewacademy.org/about-bayview/employment-opportunities](http://bayviewacademy.org/about-bayview/employment-opportunities), along with cover letter and resume to Kathleen Ross, Director of Technology, at [kross@bayviewacademy.org](mailto:kross@bayviewacademy.org) or mail to Bay View Academy to her attention.