

PREP MARIANAPOLIS

The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence, with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.

System Administrator

The System Administrator is responsible for designing, organizing, modifying, and supporting the School's computer systems. They will design and install LANs, Internet and intranet systems, and network segments. Preference will be given to excellence in problem solving, presenting technical information, and process improvement.

Primary Responsibilities

- Support LANs, WANs, network segments, Internet, and Intranet systems
- Maintain system efficiency
- Ensure multiple system's components all work together
- Make recommendations for future upgrades
- Maintain network and system security
- Monitor networks to ensure security and availability to specific users
- Identify user needs
- Maintain network facilities in individual machines and servers, such as drivers, updates and settings
- Maintain integrity of the network, server deployment and security
- Administer servers, switches, desktop computers, printers, firewall, VoIP phones, personal digital assistants, smartphones, software deployment, security updates and patches
- Ability to adapt and coach staff and faculty with Tech Education software & hardware

Associated Skills

- Windows 2008, 2012R2 servers
- Layer two and three switches including; Cisco, HP
- Firewall technologies including but not limited to; SonicWall, Cisco
- Cisco technologies including; WiFi, VoIP, UC, WLC
- Apple technologies including; servers, desktops, laptops, iPads, phones

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities and activities may change at any time with or without notice.

Interested candidates, please send a cover letter and resume to jnichols@marianapolis.org.

At Marianapolis, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.