



NEW HAMPTON SCHOOL

Job Description: Network Systems Manager
Reports to: Director of Technology (DOT)
Classification: Full-time, Salary
Updated: May 2024

Job Summary:

The Network Systems Manager (NSM) is primarily responsible for the efficient functioning of all servers, network devices and client network connections. New Hampton School utilizes primarily Apple client hardware, so familiarity with this technology is vital.

Job Status:

The position follows a full-time year-round agreement with benefits in accordance with school policy.

Responsibilities:

- Network and Systems Management:
 - Coordinate all functions of network equipment and servers with respect to software and firmware updates, hardware replacements, system downtime, software configuration changes, Active Directory, IP address spaces, firewall policies, Access Control Lists, and more.
 - Infrastructure and Cable plant:
 - Determine need for new equipment and select specifications.
 - Work with the DOT to design and maintain infrastructure cable plant.
 - Deploy and maintain network and server equipment.
 - Design and implement Business Continuity/Disaster Recovery plan in collaboration with the DOT.
 - Support the ongoing success of the NHS 1:1 iPad Program.
 - Work with the DOT, Technology Systems Specialist (TSS), and cybersecurity insurance provider to implement recommended controls to reduce risk factors.
- Policies and Procedures:
 - Make recommendations to the DOT to aid in the creation of policies and procedures to ensure integrity of data and storage and to simplify and provide reliable access to network resources.
- Data and User Management:
 - Aid in management of specific databases (Microsoft 365, Veracross, Canvas, UniFLOW, FileMaker, others) by working with representatives from internal departments to meet their needs.
 - Manage user accounts and data in all systems to which users need access.
 - Design, implement and maintain site backup strategies (using Rubrik and OneDrive.)
- Vendor and Product selection:
 - Make recommendations to the DOT for the most viable options to meet software, hardware and process needs; specifically, servers and network equipment.

- Internet:
 - Assess and manage bandwidth consumption (using MRTG & Airwave) as specified by the DOT and administrative policy.
 - Assist Student Life Office with Acceptable Use Policy implementation.
 - Work with providers to maintain maximum uptime of internet connections.
- Documentation:
 - Maintain detailed documentation of network, server and other infrastructure configurations, and procedures for which the NSM is responsible, on the tech department SharePoint site.
- Budgeting:
 - Assist the DOT and the TSS with documentation for short and long-term budgetary needs for network, storage, and other infrastructure systems hardware.
- Maintain familiarity with Campus Systems:
 - NHS uses HPE/Aruba switches, wireless controller, and access points; Clearpass NAC; Airwave; virtual server hosts running VMWare; storage including Pure Storage, Nimble, and Drobo iSCSI SANs and Promise RAID; Palo Alto firewall; Avaya IP Office VoIP system; servers running Windows, Linux, and mac OS; and APC battery backups. Other primary software includes Microsoft Office 365, FileMaker, Jamf, and Adobe CC.

Requirements:

- Bachelor's Degree in relevant skills preferred.
- Experience in primarily Apple environments is strongly preferred.
- Excellent written and oral communication skills are required; writing sample required.
- Flexibility of schedule to facilitate non-disruptive downtime and maintenance windows and responsiveness to network emergencies.
- Ability to collaborate closely as part of a four-person team including the DOT, TSS, and Technology Helpdesk Technician.
- Strong organizational ability and time management skills.
- High level of enthusiasm for working with adolescents.
- Willingness to work in a fast-paced environment.
- Ability to meet deadlines.
- Self-motivation and independence.
- Successfully complete a criminal background check and motor vehicle background check.

Physical Work Environment:

- Must have the ability to meet the physical demands of sitting or standing for prolonged periods of time at a desk or computer workstation, and using repetitive arm, hand, and finger movements as required for computer input.
- Must manage multiple projects at once and set priorities.
- Must be able to lift up-to 40 pounds and do other general physical labor.

How to Apply:

Applicants should send a resume and cover letter to the Director of Human Resources Theresa Hill at thill@newhampton.org