Title: Network Administrator
Reports To: Director of Technology
Status: Full Time, Non-Exempt or Exempt
Start Date: As soon as possible

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the Tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

SUMMARY: This is a full-time (12-month) position, and reports to the Director of Technology. This individual will be responsible for the overall maintenance, health and security of the wired and wireless network.

Key Responsibilities
Network:
- Responsible for configuration, maintenance and recommendations for expansion of wired LAN and WLAN
- Monitor and maintain multiple internet and phone circuits
- Support for all connectivity issues (wireless, wired, laptop, desktop)
- Responsible for recommendations on infrastructure roadmap
- Analyze and troubleshoot network logs and track nature and resolution of problems
- Backup network data and configurations
- Network security and system security scans
- Research, analyze, monitor, troubleshoot & resolve network or voice problems
- Assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support
- Recommends and specifies the purchase of related products and services
- Familiar with Network Access Control (configuration and maintenance)
- Maintain VPN appliance
- Assist in maintaining and troubleshooting SAN environment (connectivity, maintenance)
- Manage & Maintain Web and Spam filters
- Level 3 ServiceDesk support escalations

Technical Skills:
- Juniper (JunOS) and ArubaOS for routers and switches
- Working knowledge of SSL VPN configurations and troubleshooting, as well as other types of remote access
- Management of Aruba equipment and software (controllers, ClearPass, and Airwave)
- Network security protocols and best practice
- RADIUS / 802.1x
- Palo Alto Firewall experience
- Working knowledge of Spam and Web filtering
- Basic CentOS/Linux Administration - Nagios, cacti, ntop, netdot, Rancid, syslog, rsync, s3cmd, Redmine

**Requirements:**
- VoIP Experience
- Ability to install technology related equipment in racks or datacenter environments, up to 50lbs.
- Knowledge of principles and best practices of network design
- Networking standards and protocols
- Maintain confidentiality of work related information and materials
- Thorough documentation of systems and configurations
- Ability to work after hours for upgrades and maintenance of equipment

**Education:**
- BA/BS (4-year degree) or higher in computer science related field, certification or working experience; and
- 5+ years working recently in a similar position

**HOW TO APPLY:**
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to bhavin.patel@mastersny.org (Adobe® PDF format preferred) and include “Network Administrator” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

**BACKGROUND SCREENING:**
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.

The Masters School is an Equal Opportunity Employer. It is the policy of The Masters School to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all school-sponsored employee activities.