Title: Network Administrator
Reports To: Director of Technology
Status: Full Time, Exempt
Start Date: ASAP

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 AND BELIEFS STATEMENT:
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.

In addition, 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.

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, recommendations and documentation of entire network (wired, wireless, LAN, WAN)
- Monitor and maintain multiple internet, VoIP and phone circuits
- Support for all connectivity issues (wireless, wired, laptop, desktop)
- Responsible for recommendations on infrastructure roadmap
- Analyze and troubleshoots 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)
- Oversee health and maintenance of VoIP and PA environments (including integrations)
• Coordinate with other departments to maintain and improve emergency systems, PA, Fire, and Camera/Security systems
• Plan and execute expansion of network services (IDFs, new buildings, new services, etc.)
• Manage & Maintain Web and Spam filters
• Level 3 ServiceDesk support escalations

Technical Skills:
• 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
• Packet Capture and Wireshark
• Palo Alto Firewall experience
• Working knowledge of Spam and Web filtering
• Basic CentOS/Linux Administration - Nagios, cacti, ntop, netdoot, Rancid, syslog, rsync, s3cmd, Redmine

Qualifications:
• VoIP Experience
• Ability to install technology related equipment in racks or datacenter environments
• Must be able to lift and move up to 50lbs. unassisted
• 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, as needed

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 careers@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.

The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety
protocols we have in place during the pandemic including vaccination mandate, mask wearing, physical distancing, symptom tracking etc.