



ANNOUNCEMENT OF NEW POSITION

FEBRUARY 2019

INFORMATION TECHNOLOGY ADMINISTRATOR

Full-Time Exempt / Classified

APPLICATION DEADLINE: Until position is filled.

ANTICIPATED START DATE: March, 2019

OVERVIEW

Work under the supervision of the Orangewood Foundation Director of IT to manage and maintain the Samueli Academy Charter High School and Orangewood Foundation computer and network systems.

MAJOR AREAS OF RESPONSIBILITIES

- Deployment and maintenance of Academy students, staff, and faculty computers
- Troubleshoot and resolve student and staff technology issues both in and out of the classroom
- Provide support for cloud hosted applications such as Office365, Egnyte, Google Apps, Aeries, and Echo
- Help maintain critical virtual server infrastructure as well as Citrix VDI environment
- Maintenance of wired and wireless networks at several sites
- Assist the IT Director in projects as needed
- Troubleshoot software and hardware failures and resolve as appropriate
- Collaborate across departments to identify areas of improvement and implement technology to solve issues

MINIMUM QUALIFICATIONS

- Very strong interpersonal skills
- Ability to remain flexible, innovative and adaptive to change
- Ability to learn new technology and skills
- Experience in Education settings a plus
- A minimum of three (3) years experience in network and desktop support
- General knowledge of SaaS services (Office365, Google Apps, etc.)
- General knowledge of Windows Server and related components
- General knowledge of VMware infrastructure
- General knowledge of network infrastructure (wired and wireless)

- General knowledge of Cisco phone system
- General knowledge of Chrome OS administration

**WORKING ENVIRONMENT/PHYSICAL
REQUIREMENTS:**

Primarily an office job. Occasional driving to meetings and trainings. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs.

BENEFITS

Medical, dental, and vision insurance benefit package provided to employee. Employer will also offer a 403B match.

APPLICATION PROCESS

To be considered for this position, the candidate must submit:

- ▲ A completed application including:
 - A cover letter addressing specific competencies for the position
 - A resume which clearly describes education and employment background, including dates of employment at each organization, and compensation history

Successful completion of a background check and drug test will be required upon employment. For more information, please visit <http://www.TheAcademyOC.org> or <http://www.OrangewoodFoundation.org> click on “employment.”

EQUAL OPPORTUNITY EMPLOYER