

## Job Posting

---

Title: **Network System Administrator**

Department: IT

Reports To: Manager, Technical Services

Posting Dates: June 3 – June 14, 2019

---

Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are currently seeking an additional **Network System Administrator** to join our Information Technology department to assist in managing and maintaining the School's technology infrastructure, and research and recommend new trends and technology opportunities. **This is a full-time position.**

### Position Summary:

The position will work alongside the current Network System Administrator and will have a strong focus on security. This includes but is not limited to, managing, maintaining and monitoring Cisco and HPE wired and wireless network, firewall, router, switch, and server configurations and patching, ensuring all cloud services (GAfE, O365) are secured, as well as an integrated ShoreTel VOIP telephone system. They will also assist with the maintenance of Microsoft server infrastructure in a VMWare virtual environment, Google Apps for Education, and Office 365 environments.

### Key Responsibilities:

- Responsible for network security including but not limited to firewalls, patch management, network policies and physical access
- Maintain VMWare ESX virtual environment. Install and configure Windows virtual servers
- Maintain Active Directory including Users, Groups, OUs, Group Policies and file shares
- Maintain Google Apps for Education Users, Groups, and more
- Maintain and manage server backup infrastructure
- Monitor, diagnose and troubleshoot network and server issues
- Maintain and manage remote access computing facilities
- Create and manage print queue infrastructure for both Windows and Mac clients including secure print and automated print volume reporting with PaperCut
- Maintain documentation on installation and configuration of both the network and systems
- Recommend hardware, software and infrastructure requirements as needed
- Maintain Anti-virus, firewall and web filtering systems
- Provide 1st & 2nd level support of Cisco and HPE wired and wireless network and server infrastructure
- Maintain and manage remote access computing facilities
- Manage secure networking implementation of audio-visual facilities including projectors, interactive whiteboards, and control systems

- Maintain and Support VOIP telephone and voicemail systems
- Maintain and manage an IT DRP
- Provide 2nd level support for clients and devices through Service Desk

**Qualifications, Knowledge and Experience:**

- Under graduate degree in Computer Science or other related degree, or equivalent job experience
- Knowledge and experience with managing and securing Cisco and/or HPE networks (wired and wireless)
- Experience with antivirus and content firewall systems
- Knowledge and experience with VMware
- Knowledge and experience with Active Directory
- Knowledge and experience with SUSE Linux
- Knowledge and experience with Google Apps for Education
- Knowledge and experience with Office 365
- Knowledge of enterprise backup software and storage area networks an asset
- Experience with VPN environment
- Knowledge and experience with VOIP telephony and voicemail systems
- Experience in a macOS environment integrated into Active Directory an asset
- Excellent verbal and written communications skills
- Excellent project management, analytical and troubleshooting skills
- Microsoft, VMware, Cisco, or HP Network certification would be considered a beneficial asset

**Employment and Application Details:**

Our faculty and staff are the competitive advantage at Havergal College. We offer a competitive compensation and benefits package. Qualified and interested candidates should apply by **June 14, 2019** in confidence to [careers@havergal.on.ca](mailto:careers@havergal.on.ca) and include in the subject heading “Network System Administrator”.

We thank all candidates in advance. We will, however, contact only those selected for an interview. **No phone calls please.**

For more information, please visit [www.havergal.on.ca](http://www.havergal.on.ca).

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at [careers@havergal.on.ca](mailto:careers@havergal.on.ca).