



## **Systems/Network Administrator for Leading Education Company**

### **SUMMARY**

The Center for Educational Leadership and Technology (CEL T) is seeking a Systems/Network Administrator. This position will perform daily systems administration tasks ensuring the stable operation of our in-house 24x7 production environment.

The Systems/Network Administrator will assist the Technical Services Manager, Chief Technical Officer, and Chief Executive Officer with various technical aspects of projects and initiatives. These activities include the definition of needs, benefits, and technical strategy; research & development within the project; technical analysis and design; and support of operations staff in executing, testing and rolling out solutions.

This is an opportunity for an individual to be the key player in our efforts to virtualize our current infrastructure, including the migration of our current SharePoint platform over to Office 365.

Become a member of our challenging and growing team!

### **SPECIFIC RESPONSIBILITIES**

- Researching of related technical solutions for various project and operational needs.
- Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Develop and maintain installation and configuration procedures.
- Contribute to and maintain system standards.
- Administer, Maintain and Support Integrity/CEL T Servers and Network systems including routers, switches, Internet and Telephone systems.
- Manage/Administer Integrity/CEL T Desktop, Laptop and other devices.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Provide efficient Active Directory Management (ie. Accounts, Policies, Exporting AD data)
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
- Assist Integrity Support staff and Help Desk with customer related technical issues as required.
- Respond to needs and questions of network users concerning their resource access and operation of various software programs
- Repair and recover from hardware or software failures. Coordinate and communicate with all parties involved.

- Available for on-call for emergencies and able to work weekends and after hours as needed.
- Occasional travel to client site to support Integrity/CELT business needs.
- Upgrade and configure system software that supports Integrity/CELT infrastructure and applications per project or operational needs.
- Maintain operational, configuration, or other procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
- Maintain data center environmental and monitoring equipment.

#### **REQUIRED TECHNICAL EXPERIENCE**

- Minimum 4+ years of system administration experience.
- VMware
- Microsoft Products: Windows Server 2012, 2008, 2003, Active Directory, SQL, MS Office Suite
- Linux
- SharePoint
- Understanding of Network Management, Routing, NAT, Switches, DNS, DHCP, SMTP, etc.
- Cisco Network devices
- Office 365
- Apple iOS and OSX

#### **EDUCATION**

- MCSE, CCNA, and MSP certifications are preferred
- Bachelor of Science in Computer Information Systems or similar

#### **COMPENSATION and LOCATION**

- Competitive Salary
- Located in Marlborough, MA; valid driver's license required as occasional travel is required
- Position requires partial after hours and weekend support

#### **CONTACT**

For consideration, please forward a resume and letter of interest, indicating the job posting, to [jobs@celtcorp.com](mailto:jobs@celtcorp.com).