



## **Network & Cyber Security Administrator**

Germantown Academy, located in Fort Washington, Pennsylvania, is seeking qualified, experienced candidates for the full-time position of Network & Cyber Security Administrator, beginning June 1, 2022. This is a 12-month position which offers an excellent array of benefits and a highly competitive salary. The Academy, founded in 1759, is a non-sectarian, coeducational, college preparatory school of more than 1,200 students in Grades PK-12, located in the northwest suburbs of Philadelphia on a campus of 126 acres.

Candidates must exhibit an appreciation of a sensitivity to, and respect for, a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds. At Germantown Academy, we are committed to creating a learning environment that is as diverse as the broader, global world of which we are a part. We value this diversity because it makes us a stronger community, enriches our thinking, and helps us to develop our collaborative spirit.

### ***Position Purpose:***

The Network & Cyber Security Administrator's role is to ensure stable and efficient operation of Germantown Academy's IT infrastructure including endpoints, servers, and networked systems. This includes planning, developing, installing, configuring, maintaining, supporting, optimizing, and securing all network infrastructure, servers, and associated applications, both on-site and cloud based. The Network and Cyber Security Administrator will also act as the lead for cyber security compliance including monitoring and responding to cyber threats/attacks as well as recommending and planning ongoing best practices.

### ***Key Responsibilities:***

- Manage, maintain, and support all network infrastructure including switches, routers, Wi-Fi, telephony, VPN and Firewalls
- Manage, maintain, and support all physical and VMWare virtual servers
- Apply routine patches, upgrades, and updates to host server and client server operating systems
- Manage Active Directory policies, account access, and security via hybrid local/Azure Active Directory
- Manage, maintain, and upgrade client/server applications
- Support interoperability between client/server platforms
- Maintain backup system to provide recovery and archiving of data
- Maintain DNS, DHCP, and other server-based network protocols
- Maintain email messaging system via Office 365
- Implement and maintain connections between on-site services and cloud-based services to ensure consistent end user access to the cloud-based services

- Monitor and report issues with cloud-based services and work with the vendor to troubleshoot and expedite the resolution of issues
- Strategically plan for future upgrades and migrations for server and networking hardware and software
- Troubleshoot server side and client software problems
- Configure, install, maintain, and upgrade Windows and Apple hardware/Software
- Design, develop, document, and implement common practices and procedures for file management, installing applications on individual workstations and performing routine diagnostic procedures
- Create and administer end-user training for applications and systems supported by the department
- Monitor, assess, and resolve security threats to endpoints, servers, cloud services, etc. utilizing Microsoft 365 Defender suite of tools
- Implement, maintain, and document best practices for cyber security and compliance
- Develop and implement ongoing cyber security training for all users
- Make ongoing Recommendations for cyber security improvements as threats and solutions evolve
- Perform other duties as required in support of any aspect of the school's operations

***Qualifications:***

- Bachelor's degree required, preferably in Information Technology related field
- Five years of experience in the field or in a related area
- Demonstrate ability to multi-task with a high degree of accuracy in a busy environment
- Strong organizational skills and excellent verbal and written communication skills
- Ability to collaborate within a diverse community and build strong working relationships

Candidates who meet these criteria should **apply online at:**

**<https://www.germantownacademy.net/about/work-ga>**