

Showa Boston Institute of Language & Culture
Job Description

Position: Network Administrator	Reports to: Director, IT Operations
Employment Status: Regular Full-Time	FLSA Classification: Exempt
Schedule: 9:00 a.m. to 5:00 p.m. Varies.	Benefits Eligible: Yes
Prepared by: Director, IT Operations	Date: June 24, 2016

Background

Showa Boston Institute of Language and Culture is a residential academic institution for about 300 students established by Showa Women’s University in Tokyo in 1988. Its mission is to increase students’ English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are administrative offices, residences, a dining hall, and educational facilities.

Position Summary

The Network Administrator’s role is to assist with the planning, installation, and maintenance of Showa Boston Institute’s network infrastructure. This includes both the hardware and software utilized across campus. This person will ensure the integrity and stability of the existing and future LAN & WAN configuration, as well as any/all communication links used to support said infrastructure while maintaining business continuity.

Specific Responsibilities

- Daily administration including monitoring of the network, servers and desktops.
- Upkeep of network infrastructure (i.e., upgrades, backups, securing).
- Maintain and manage corporate switches, firewalls, VPNs and routers.
- Ensure the security and protection of data on corporate network devices.
- Handle user account provisioning – includes Microsoft AD, Exchange, IM and access rights
- Provide change management documentation when necessary.
- Advise management of any/all network infrastructure issues/problems.
- Provide IT training to faculty and staff.
- Provide any additional support as required/needed.

Skills

- Ability to install and administer computer hardware, software and networks.
- Team-building.
- Analytical and problem-solving.
- Decision making on your own.
- Effective verbal & listening as well as presentation.

Requirements

- Associate’s degree in computer science or information technology related field.
- A minimum of 3 years’ experience as a Network Technician with hands-on experience.
- Knowledge of Windows systems (desktop and server) as well as Linux systems.
- Comprehensive knowledge of LAN and WAN.
- Knowledge of network switches, routers, firewall rules; network security a plus.
- Must be able to follow defined processes.
- Must be able to document any issues/problems clearly and meet all reporting requirements.
- Excellent time management and self-motivation skills are required.
- Must be able to lift and move equipment up to 40 pounds.
- Experience in providing training in educational technology.
- Experience working in an educational environment a plus.
- On call 24/7 – corporate mobile device(s) provided.