MANOR COLLEGE

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Senior Network and Systems Engineer

Position Summary:
Manor College is seeking a highly skilled Senior Network and Systems Engineer Professional to join our dynamic Information Technology Department. The individual will exude a passion for higher education and play a pivotal role in designing, implementing, and maintaining our network infrastructure and systems, ensuring optimal performance, security, and reliability. The Senior Network and Systems Engineer serves as a resource and provides technical guidance to other departments as well as maintains partnerships and associations with external contracted vendors. This position requires that staff and student information be kept confidential at all times. In addition, the Senior Network and Systems Engineer coordinates special projects as assigned by the IT Director.

Job Types: Full-Time, Exempt, 12 Month Position

Reports To: IT Director

Essential Functions:

- **Network Administration:**

  - Designs, implements, and maintains complex network infrastructures, including routers, switches, firewalls, load balancers, and wireless access points.

  - Monitors network performance, troubleshoot issues, and implements corrective measures using advanced network analysis tools.

  - Configures and manages network connections, remote access solutions, and network segmentation to ensure secure and efficient access.

  - Partners with IT Director, CFO and President on operational and strategic plans, providing recommendations based on sound IT practices.

- **System Administration:**

  - Manages and supports server infrastructure, including physical, virtual, and cloud-based servers.

- Installs, configures, and maintains operating systems (Windows, Linux, and macOS).

- Implements and manages backup and disaster recovery procedures, including data replication, off-site storage, and failover testing.

- Oversees virtualization environments (e.g., VMware, Hyper-V, and Kubernetes) to optimize resource utilization and scalability.

- Works with cloud platforms (e.g., Azure, AWS, Google Cloud) to implement and manage cloud-based services, such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS).

- Migrates existing systems to the cloud as needed, ensuring seamless integration and data security.

- Oversees activities and initiatives to meet the goals of the department.

- **Helpdesk:**

  - Provides 1st and 2nd tier technical support to users, troubleshooting issues, and maintaining computer equipment.

  - Supports conference and classroom based AV and PC equipment.

  - Maintains and consistently updates as necessary the departmental procedures and/or protocols.

- **Security:**

  - Implements and maintains robust security measures, including firewalls, intrusion detection systems, access controls, and encryption.

  - Responds to security incidents and breaches, conducting thorough investigations and implementing corrective actions.

  - Conducts regular security audits and vulnerability assessments to identify and mitigate potential risks.

  - Ensures compliance by staying up to date with the latest IT security measures; Attends trainings, seminars and/or webinars approved by the IT Director.

- **Project Management:**

- o Partners with IT team members and stakeholders to plan, execute, and monitor IT projects related to network and system infrastructure.

- o Manages project timelines, budgets, and resources; Ensures successful project delivery.

- o Serves as an active participant on committees.

- o Complies with the policies and procedures of Manor College

- o Performs other duties as assigned.

Qualifications

- Bachelor's degree in Computer Science, Information Technology, or a related field.

- Minimum of 8 years of experience in network and systems engineering, with a proven track record of designing, implementing, and maintaining complex IT infrastructures.

- Strong knowledge of networking protocols (TCP/IP, DNS, DHCP, etc.) and network infrastructure devices (routers, switches, firewalls).

- Proficiency in server administration and virtualization technologies, including VMware, Hyper-V, and Kubernetes.

- Familiarity with cloud computing platforms (e.g., Azure, AWS, Google Cloud) and cloud-native technologies.

- Excellent troubleshooting and problem-solving skills, with the ability to diagnose and resolve complex technical issues.

- Strong interpersonal and communication skills, with the ability to effectively collaborate with team members and stakeholders.

- Experience in education is preferred, as it provides a unique understanding of the specific IT requirements and challenges of academic institutions.

- Experience with Google Workspace and its associated services, such as Gmail, Drive, and Calendar.

- Knowledge of scripting languages (Python, PowerShell) for automation and configuration management.

- Certifications in networking (CCNA, CCNP) or systems administration (MCSE, CompTIA) are helpful.

- Experience with helpdesk support.

- Ability to work as a team member and handle frequent interruptions.

Physical Requirements and Work Environment:

- Requires prolonged sitting, standing, walking, squatting on a constant basis.

- Able to lift a minimum of 40 pounds.

- Repetitive motion of the finger, hands and wrist.

- Requires physical exertion to manually move, lift, carry, pull or push heavy objects.

Salary: $62,000 - $70,000
   Starting salary to be determined based on experience and qualifications.

If you are a passionate and experienced network and systems engineer who is eager to contribute to a dynamic higher education environment, we encourage you to apply.

Application Deadline: For consideration, please submit 1) Resume, 2) Three Professional References with email and phone numbers, by email to: jobs@manor.edu.

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.