

The Northwest Academy is an independent school, grades 6 through 12, committed to education through academics and the arts.

Position: Systems Administrator  
Department: Administrative  
Reports to: Finance Officer  
Salary Range: \$38,000-40,000/year FTE

Overall responsibilities: System administration for a Mac and Windows environment; Open Directory and Active Directory administration; technical support for computer hardware, software applications and network-related procedures.

Key areas of responsibility:

- Support and maintenance of all school technical equipment
- Manage network and servers
- Troubleshooting including monitoring network for abuse
- Support academic and administrative applications
- System assessment and purchase recommendations
- End user support for students, faculty and administrators
- Security and backup protection oversight
- Strategic planning for IT enhancement and maximization.
- Regular reporting to Finance Officer
- Assess new hardware and software needs and determine yearly budget expectations.
- Manage and develop database
  - Provide new features as needed by staff
  - Maintain regular backups and database integrity
  - Provide training and assistance to staff as necessary

Consults with: technology faculty; end users, technology vendors

Terms of Employment: Full time position

Qualifications:

- Sense of humor, patience and good interpersonal skills for end user support
- Good troubleshooting skills
- Experience in Network Services, including wireless, DHCP, DNS, Firewall, network printing, virus protections and backup systems
- Database administration
- FileMaker
- Apple remote Desktop experience a plus
- Open Directory (LDAP)
- Apple, Linux or BSD server experience

Contact: [itjob@nwacademy.org](mailto:itjob@nwacademy.org)

Or Mail resume attention: Systems Admin Job Northwest Academy 1130 SW Main Street Portland, Oregon 97205