



Enterprise Systems Administrator
Cincinnati Country Day School – Cincinnati, Ohio
July 2024

Job Description

Cincinnati Country Day School (CCDS) is seeking an experienced, dynamic, organized problem solver with the confidence and abilities to oversee the school's critical infrastructure and systems. We are seeking an enterprise systems manager with a proven track record of managing a complex environment aligned with ours. The focus will be on maintaining and implementing systems that support the school's pedagogical and operational goals of our benchmark technology program. The position is a 12-month, full-time position that reports to the director of technology. Start date is preferably summer 2024.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates
The Search Group
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Essential Duties and Responsibilities

The enterprise systems manager will configure, maintain, and support:

- Extreme Networks and HP Aruba Layer-3 LAN switches.
- Extreme Networks Wi-Fi (Extreme Cloud IQ).
- Battery backup systems.
- Microsoft virtualized server operating systems and applications (Azure Stack HCI and Hyper-V, Windows Server, SQL Server, Exchange Server).
- Microsoft Windows 11 Surface Pro devices, especially operating system, application, and policy deployment.
- Microsoft cloud services including (Entra ID, Intune, Teams, Exchange Online, SharePoint Online, and School Data Sync).
- Microsoft Enterprise PKI and publicly trusted certificates.
- Microsoft on-premises Active Directory.
- Microsoft networking services (DHCP, DNS, NPS, File, and Print Services).
- Google Cloud DNS and Google Domains (Squarespace).
- PaperCut MF print management services.
- PowerShell scripts for system administration and data synchronization using VSCode and GitHub.
- Fortinet edge firewalls.
- AudioCodes SIP session border controller.
- Certain components of the Veracross school information system.
- Coro cybersecurity system.
- Lenel OnGuard access control system.



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Minimum Qualifications

- Bachelor's degree in a technology-related field
- Networking: (Required) Enterprise networking skills equivalent to Cisco CCNP Enterprise, focusing on enterprise LAN deployment, administration, and maintenance. (Preferred) Familiarity with specific equipment used in our IT environment
- 5+ years' experience as a systems administrator with specific skills aligned with our IT environment
- Expertise in Microsoft on-premises and cloud-based systems administration
- Expertise in PowerShell programming
- Mastery of Microsoft 365 software suite use and administration

Additional Duties

- Maintain and troubleshoot Veracross Database system
- IT documentation (Excel, Visio) including hardware and software inventory and operational procedures
- Technology capital and operating purchasing, including software license administration
- Level 3 technical support
- Supervision and management of IT service providers and consultants
- Maintain currency of skills, knowledge, and expertise

To Apply:

Interested and qualified candidates should submit the following materials:

1. A cover letter
2. Current resume, including phone number and email address

to Scott Roy (scott@carneysandoe.com) and Rachel Merchant (rachel.merchant@carneysandoe.com)

All inquiries and nominations are kept confidential.



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