Position Profile
Business Applications & Systems Administrator

Level: Professional
Load: Full-time
Responsible to: Chief Operating Officer
Service Period: 2 Years

Nature and Scope

This is a full time job that is responsible for the overall planning, organizing, and execution of all IT functions in the school. This includes directing all IT operations, its development, and implementation as well as the support and maintenance of existing applications and development of new technical solutions. The administrator will work closely with staff, managers, teachers, directors and parents to design an IT program that facilitates positive growth and change in the content , thinking, feeling and behavior of learners that leads to development of God- Given gifts for Christ-like service in the world community.

Professional Responsibilities

Modeling & Collaboration.

- Model a personal commitment to Christ and Christian living.
- Strive to inspire others to Christian commitment.
- Maintain a positive Christian spiritual environment.
- Consistently model professionalism.
- Exhibit characteristics of being a lifelong learner.
- Provide leadership that ensures all IT activities are congruent with the school vision and mission.

Supervision.

- Assigns work and evaluates the performance of personnel in the IT department.
- Supervise school IT technicians.
- Oversee the induction process of all the members in the IT department.

Duties

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Own projects, solutions, and key responsibilities within a larger school initiative
- Handle business-critical IT tasks and systems that provide advantage in the changing IT environment
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Nurture dependable IT infrastructure and networking that’s always up and running
- Partner with internal and external partners to communicate project status, activities, and achievements

Skills and Competencies

- Technical Capability.
- Business Acumen.
- Strategic Thinking.
- Communication skills
- Leadership and Organization skills

Professional Qualifications

- Bachelor's degree in Information Technology or Computer Science
- Desired Certifications or Equivalent: MSCE, MSCA, MTA, CCNA, CISSP, UNS, UEWA, CISA Google Workspace Collaboration Engineer
- A minimum of 10 years in proven work experience in IT
- Must have a strong understanding of: Virtual Server Architecture using Windows Hyper-V, Windows Server Active Directory, VLANs, DHCP, DNS, SQL, Backup/Recovery strategies, Network Switches, Cisco Meraki, Synology, Google Workspace for Education, Microsoft Office, Wireless Networking, Virus/Malware Mitigation, etc.
- Experience with or knowledge of programming languages and operating systems; current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, active directories, virtualization, HTTP traffic, content delivery, and caching
- Experience in project management, application design and integration, and cloud computing (specifically Google, Microsoft, Adobe)
- Creativity in navigating less than ideal IT solutions and a willingness to search and discover solutions for Rosslyn's educational, administrative, and community context.
- Expertise in creating, analyzing, and repairing large-scale distributed systems
- Creating volumes, assigning to servers and remote replication

N.B (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments)