



# FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

## Full-Time Staff – Assistant Director of Technical Operations

### The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men. With approximately 1000 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. For over 175 years, Fordham Prep has been located on the historic Rose Hill Campus in the Bronx, alongside property of Fordham University with whom it shares several facilities.

Fordham Prep's mission is to inspire young men to reflect, to question, to learn, to pray, to love, to serve and to lead. Its challenging curriculum and pursuit of human and academic excellence are based on a foundation of Catholic faith and principles. The school seeks to be one community drawn from a broad spectrum of ethnic, racial, geographic and socio-economic backgrounds. We strive to include qualified students of limited financial resources by providing substantial financial assistance. Our faculty and staff dedicate themselves to a caring and dynamic interaction with students both inside and outside the classroom, a characteristic of Jesuit education for over 450 years. Fordham Prep educates its students to be men for others: spiritually motivated, intellectually accomplished and committed to promoting justice.

### The Position

The Assistant Director of Technical Operations (ADTO) is a full-time position at Fordham Preparatory School, directly reporting to the Director of Technical Operations (DTO). The ADTO position operates in two primary capacities: as a technical support engineer and as a network systems administrator, tending to ongoing support and maintenance of infrastructure components. Serving as a tier-2 technical support engineer, the ADTO receives support requests which have been unresolved by the tier-1 help desk staff. In addition, depending on volume of work, the ADTO may address tier-1 support issues directly. If a support request remains unresolved, the ADTO has the option to elevate the request to tier-3 support, the DTO.

Beyond facilitating support requests and tending to daily and scheduled infrastructure maintenance, the ADTO plays an integral role in the research and development phases of the ongoing growth of Fordham Preparatory School's technical infrastructure. The ADTO works directly with the DTO to evaluate, implement and support ongoing technological initiatives. An in-depth understanding of the relations and interdependencies of the various IT components is necessary in order to ensure appropriate functionality. As such, the ADTO is expected to remain current regarding current best practices as well as emerging technologies.

Specific duties include, but are not limited to, standard upkeep of the following systems:

#### Wired and Wireless network infrastructure

- Installation and configuration of HP ProCurve and Cisco switches
- Daily verification and security inspection
- Scheduled updates and maintenance

#### Microsoft Office 365

- Account creation and licensing
- ActiveDirectory Azure Synchronization
- Faculty and student support for OneNote and Class Notebook

#### Storage Area Network (SAN) Environment

- Installation and configuration of HP MSA SAN devices
- Daily verification of drive integrity
- Scheduled updates and maintenance
- Maintenance of storage volumes

#### Virtual Server Infrastructure

- Installation and configuration of ESXi Server hosts
- Installation and configuration of vCenter Server Management System
- Daily verification of physical and virtual server functionality and performance

#### PowerSchool Systems Management

- PowerSchool System implementation, upgrades and maintenance

#### Windows Active Directory

- User/Group account creation and maintenance
- Integration of Active Directory with multiple technologies
- LDAP authentication

#### Firewall Support

- Policy creation
- Security monitoring
- Updates and maintenance

This is a 12 month per year non-tenured track staff position with regular hours five days per week. Salary and benefits commensurate with experience.

### **Application Process**

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately; the position will be filled shortly thereafter. Please send a letter stating personal interest, a comprehensive resume, and the names and phone numbers of at least two references (who will not be contacted until later in the interview process) by email attachment to:

**[employment@fordhamprep.org](mailto:employment@fordhamprep.org)**

Fordham Preparatory School  
441 E. Fordham Road  
Bronx, NY 10458  
Fax: 718-367-7598

*Fordham Prep is an EOE (Equal Opportunity Employer)*