THE BERKELEY INSTITUTE
Invites applications from suitably qualified persons for the post of

Network and Systems Administrator
Information Services Department

SUMMARY
The Berkeley Institute, a diverse senior school with a rich heritage and tradition of excellence, requires a Network Systems Administrator in our Information Services Department.

We are seeking the services of a highly skilled professional to manage the daily maintenance and support activities of our Information Services Department. The successful applicant, working under the direction of the Director of Technology Services will have his/her primary responsibility of maintaining the high availability of next generation systems in an academic environment, which includes network and system hardware, software, audiovisual equipment and CCTV Technology.

In this key role, your responsibilities will be to:

- Work with a team of Information Technology professionals, Facilities and Administrative personnel and external vendors to maintain and support The Berkeley Institute's core network infrastructure and assistive instruction technologies.
- Service a complex network and database, for various applications using a wireless network infrastructure over IP protocol.
- Maintain and manage VMware/vSphere Data Center, servers, desktops, wireless laptops, IP voice/video devices, backups, firewalls, switches, routers, load balancers and network services including DNS, DHCP, SMTP.
- Manage service delivery and quality of service throughout the entire campus to all end users in the school.
- Configure and operate the latest Microsoft suit of products and Cisco series of network switches, routers and appliances.
- Provide technical knowledge in the planning, design and implementation of cutting-edge infrastructure to meet the growing needs of the Berkeley Institute.
- Provide maintenance of Microsoft exchange and Domain servers, Cisco routers and switches, VoIP Gateways, IP routing, IOS, LAN and WAN technologies.
- Build redundancy into new and existing services for reliability.
- Carryout projects and tasks in a timely and thorough manner, perform system and network audits; system optimizations; document activities performed in projects, tasks, service calls and trouble tickets; including fault and change management.
- Respond to service request as per established SLA metrics.
- Regular reviews and updates with the Director and IT staff.

This position requires a proven technical background:

- Candidates in this position must have a Bachelor's Degree in Electrical Engineering Technology or equivalent from a recognized institution or professional body.
- A minimum of (3) years' experience in Information Technology.
- A sound and practical knowledge in Microsoft Windows Operating Systems and Applications, Cisco switches and routers and IP based systems.
- Must possess professional qualifications or equivalent training/ experience that would include at least two of the following certifications: MCSA, CCNA, VCP, MCP, MCITP (messaging).
- Strong interpersonal, professional communication skills to communicate effectively with faculty, teachers, students and parents; need good analytical skills to interpret, administer and discuss technical strategies or similar materials at a high level.

If you are looking for a challenging opportunity in a team environment, we invite applications from suitably qualified persons for the above position. All applicants must submit a letter of application as well as a resume detailing qualifications, relevant experience and the name of two referees to:

The Office Manager
The Berkeley Institute
P.O. Box HM 2704
Hamilton HM KX
Or
Email: **talbot.roberta@berkeley.bm**

Closing Date: Monday, February 28th, 2021

Only Bermudians and or Spouses of Bermudians need apply