



Systems Manager

Job Description

1. Systems Administration:

- Manage and maintain all technological systems, including servers, workstations, and peripherals.
- Ensure the security, reliability, and performance of the organization's IT infrastructure.
- Implement and enforce IT policies and procedures to safeguard data integrity and system availability.

2. Software Management:

- Oversee the installation, configuration, and maintenance of software applications and products used in across our Digital programs.
- Coordinate software updates, patches, and license renewals to ensure compliance with licensing agreements.

3. Network Management:

- Monitor and troubleshoot network connectivity issues, including LAN, WAN, and internet connections.
- Implement network security measures to protect against unauthorized access and cyber threats.

4. Database Administration:

- Manage databases used for storing educational data, student records, and program information.
- Ensure data accuracy, integrity, and security through regular backups and maintenance tasks.

5. Technology Integration:

- Collaborate with education teams to identify technology needs and requirements for educational programs.
- Evaluate and recommend new technologies and tools to enhance teaching and learning experiences.

6. Hardware Management:

- Oversee teams for configurations and maintenance of hardware systems across our Digital Program

