

Buckingham Browne & Nichols
Job Description

Title: IT Security Specialist
Department: Technology
Reports To: Director of Technology

Job Summary:

BB&N School in Cambridge, MA, has an immediate opening for an Information Technology Security Specialist who reports to the director of information technology and manages a variety of tasks essential to the IT security of all four campuses. The position is based out of our Watertown office building, and provides basic IT support to this location. This position works normal business hours and occasional evening or weekend hours. This is a full-time (40 hour work week) non-exempt position. This is a new position and the need for it will be reviewed on an annual basis.

Context:

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. Located on three separate campuses, we work as one School in pursuit of excellence. We celebrate the diversity of our community which enriches our daily experience. At BB&N, we foster intellectual curiosity, critical thinking, and a deep concern and respect for others. The technology department provides hardware and software support to academic and administrative computing for four campuses.

Responsibilities:

- Install and manage a mobile device management (MDM) solution in a mixed platform environment, including device imaging and deployment.
- Install and manage a vulnerability assessment and remediation application.
- Manage a Windows software update server (WSUS) to update on-premises servers and clients.
- Assist with configuration and management of a Cisco Identity Services Engine NAC.
- Establish and manage configuration image standards with integrity checking tools.
- Implement and manage a software inventory tool to automate software compliance policies.
- Manage the file and user account monitoring system.
- Manage the antivirus and antimalware systems.
- Regularly review logs to interpret events needing remediation.
- Support end-users as needed with common technology issues/problems.
- Regularly review the IT help-desk ticketing system to ensure timely resolution or escalation of tickets.
- Create and maintain documentation of applications and systems.
- Assist in supporting Cisco switches, Windows/Apple servers, VMware, VEEAM, etc.
- Other duties as assigned.

Desired Experience and Abilities:

- Experience with Active Directory, Group Policy, PowerShell, Windows servers, and Event Logs.
- Experience deploying and managing Apple laptops, iPads, Chromebooks, AppleTVs, etc.
- Experience with IT security products including NAC, MDM, WSUS, AV, vulnerability scanning, etc.
- Experience creating and maintaining user-friendly documentation for complex systems.
- Experience with databases, database administration, and learning management systems.
- Ability to work independently and prioritize complex project-oriented work.
- Ability to teach others how to solve problems in a collaborative friendly manner.
- Excellent oral and written communication skills, organization, and attention to detail.
- Willingness to pitch in wherever needed.
- Patience, flexibility, and a sense of humor.

To apply, visit:

https://workforcenow.adp.com/jobs/apply/posting.html?client=bbnschool&jobId=212601&lang=en_US&source=CC3

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran status, sexual orientation, or any non-job related physical or mental disability. We welcome candidates who will increase our diversity; we encourage candidates of color to apply.