Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for an IT Administrator. This position will report to the Director of Information Technology, the IT Administrator should have a thorough understanding of Cisco IOS with experience working with Cisco Core Switches, ASA Firewalls, and FireSight Web Filtering devices. Responsibilities for this position will include the following:

**Responsibilities:**

- Designing system configuration; directing system installation; defining, documenting, and enforcing system standards.
- Maximizing network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with other IT staff members on network optimization.
- Securing network systems by establishing and enforcing policies.
- Managing and supporting the campus-wide wireless network
- Developing security standards and establish authentication methods for student, faculty, and staff.
- Creating and managing secure configurations within a Cisco Catalyst 3650 Core switching network environment.
- Implementing Cisco Prime Deployment for Monitoring and Optimizing Network traffic, analyzing packets to discover potential threats and establish intrusion prevention strategies
- Analyzing current systems software, proposed modifications, and new software for impact on installation problems, standards and procedures
- Ability to write reports/queries and train others in applications and operating system fundamentals
- Other duties as assigned

**Qualifications/Skills:**

- A bachelor’s degree in Information Technology or related field and relevant experience
- Strong communication and customer service skills
- Experience with Windows 2008 and 2012 operating systems
- Knowledge of SQL is a plus
- Cisco CCNA certification is a plus.
ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes must include salary requirements for consideration of employment.

Please send cover letter and resume including work history to:

Claudine Vita
Executive Director, Human Resources & Compliance Officer
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu