

## Position Announcement Network Administrator

### Summary:

Hostelling International USA is a not-for-profit organization based in downtown Silver Spring, MD, convenient to Metro and parking. We are looking for a network administrator to support our headquarters office and 35 hostel LANs around the US. You'd help manage an infrastructure of firewalls, switches, virtual servers, and desktops and provide network and infrastructure planning and assistance around the US. This busy team also handles general help desk support. We need someone with appropriate experience and education who can hit the ground running. Generally, strong customer service, communication, technical, and troubleshooting skills are essential for success in this position.

### Responsibilities:

- Manage and configure enterprise-wide firewalls (SonicWALL) and Internet connection security
- Configure and update Dell and Unifi switches
- Maintain Ubiquiti Enterprise Wireless Access Points to work within security parameters
- Maintain details documentation of network infrastructure devices and configurations
- Site to Site VPN setup and configuration
- Install switches, firewalls, access points, rack systems, power units at remote locations
- Maintain and enforce technology policies, best practices, and procedures as determined by the VP, IT.
- Capacity to provide general HelpDesk support when necessary.
- Other duties as assigned

### Skills/Qualifications:

- 4-year bachelor's degree in computer science or related program preferred.
- 5+ years supporting a corporate network infrastructure required
- Extensive experience with Dell SonicWALLs, Dell switches, Ubiquiti switches strongly preferred
- Must have experience supporting multiple locations remotely
- Extensive experience with routers, patch panels, physical LAN infrastructures (including colocation facilities), and VoIP preferred
- Familiarity with Hyper-V and Windows Server security
- Strong organizational, interpersonal and analytical skills. Must be able to handle multiple, concurrent priorities.
- Strong customer service orientation with proven ability to work collaboratively.
- Ability to work collaboratively with other team members.

### Important Notes

- Must be able to work in the USA for all employers
- Position based in Washington, D.C. metro area.

### Application

To apply, please send resume [careers@hiusa.org](mailto:careers@hiusa.org) referencing Network Administrator in the subject line.

HI USA is an Equal Opportunity Employer.