



Bellarmino
College Preparatory

IT Solutions Architect

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for an IT Solutions Architect.

The IT Solutions Architect will be responsible for designing, implementing, and supporting IT systems that fit the needs of the Bellarmine community and for serving as the technical lead for IT while mentoring and advising other IT team members.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Design, coordinate and implement large scale IT Infrastructure projects associated with key departments (business office, administration, faculty, staff, etc.)
- Identify, evaluate and recommend innovative technology solutions to improve efficiencies of Bellarmine’s community
- Provide detailed architecture designs that consider functionality, cost, performance, scalability, reusability, and extensibility
- Collaborate with end users and senior management to define business requirements for IT systems
- Communicate with other peer schools to stay abreast of ever evolving educational solutions being considered
- Serve as point person for end user training and coordination with external vendors to promote better utilization of existing systems
- Analyze, diagnose and resolve complex IT Infrastructure issues and act as primary point of contact for escalations from Helpdesk
- Prepare as-built documentation for IT infrastructure applications and components
- Create policies and procedures for the operation of IT Infrastructure systems following industry best practices
- Coordinate and manage large scale events and act as lead resource for all A/V related infrastructure
- Develop Disaster Recovery and Business Continuance plans for IT systems
- Other duties as may be assigned

Minimum Qualifications/Skills:

- Bachelor’s degree or equivalent experience
- 10+ years of experience in the Information Technology discipline
- Knowledge of the following
 - Microsoft 365 ecosystem including: Autopilot, Azure, MFA, Application Protection Policies, Conditional Access, Advanced Threat Protection, Endpoint Manager
 - Wired and wireless network architectures including topologies and protocols. Experience with Extreme Networks hardware is a plus
 - Firewalls and VPN’s (Palo Alto Networks)
 - Windows server technologies including virtualization technologies (VMWare & HyperV)
 - Educational software such as Canvas and Powerschool

- Authentication, Authorization, and Identity management technologies including Active Directory and SAML
- Voice technologies including Cisco CallManager, SIP trunking, and voicemail
- A/V technologies ranging from hybrid classroom setups to conference rooms
- Windows and Mac desktop operating systems
- Proven ability to work both independently and collaboratively
- Superior analytical and problem-solving skills
- Proven ability to meet deadlines and balance tasks effectively
- Excellent organizational and time management skills
- Effective written and verbal communication skills

Physical Requirements:

- Ability to frequently lift up to 30 pounds, using proper lifting techniques
- Other physical requirements include visual acuity, speech, and hearing; subject to kneeling, crouching, crawling, climbing, walking, twisting, reaching, pushing, and balancing to perform the essential functions
- Reasonable accommodation will be made to support individuals with disabilities to perform the essential functions and other duties

General Information:

- Salary Range: \$130K - \$150K per year depending on experience
- This position is classified as a Regular Full-Time, Exempt position
- This position is eligible for Bellarmine's excellent benefits package
- Work hours typically are Monday – Friday, 8:00am – 4:00pm (may include evenings and/or weekends if necessary)
- This is not a telecommuting position

To Apply Online: View [BCP Career Center](#) and apply directly online.

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
