NETWORK ADMINISTRATOR POSITION AVAILABLE

Full-time, 35 hours/week Exempt
Location: 3600 Market Street, Suite 550, Philadelphia, PA 19104 (hybrid schedule: three days in-office, two days work-from-home)
Additional Requirement: Must live within one-hour commute of our data center locations in Philadelphia in order to address physical issues in a timely fashion.
Salary: $80,000, with comprehensive benefits package
Position available beginning March 1, 2026

Company Description: Come work for us! Hosting Solutions and Library Consulting (HSLC) is a non-profit organization that supports the technology needs of the Pennsylvania Department of Education, Pennsylvania K12 school libraries, Pennsylvania public libraries, and provides consulting to HSLC clients. HSLC has a strong commitment to education, and to our employees who deliver these important services to libraries.

Job Description: The Network Administrator is a generalist role that focuses on building, configuring, supporting and maintaining networks composed primarily of Linux servers and Linux-based software and applications with some Windows and BSD servers. As part of the Network Services Team, the Network Administrator has the responsibility to keep systems functioning optimally in order to deliver services to both internal and external customers and to leverage technology to meet the needs of the organization.

Core Duties:
- Maintains the HSLC network infrastructure, ensuring the security and integrity of the network
- Manages network and SDNs, including DNS, VLANs, WANs, routers, and switches
- Provides technical assistance, consulting services, and training to clients
- Works with Network Services Team to handle server management, upgrades, and other standard systems maintenance tasks for Linux and BSD based systems in an on-premises virtualized environment
- Collaborates with Network Services Team personnel to design, maintain, and update systems, and to complete tasks

Education, Certifications and Experience: Two-five years' experience in network planning and administration including DNS, VLANs, router, and switch management. Experience with open source and proprietary operating systems (Linux, Windows, VMware). Experience with backend web stack applications (Apache/Nginx, MySQL/Postgres). Strong commitment to system availability and uptime of network servers. Planning and project management skills. Ability to think and act strategically and proactively. Ability to respond to network emergencies during regular and non-business hours.

Why work for HSLC?

HSLC's mission is to deliver impactful technical solutions and consulting services for libraries of all sizes and types. At HSLC, you'll play a key role in strengthening library services across Pennsylvania and beyond. We are a small but mighty team that offers a collaborative work environment, professional development opportunities, and the chance to make a lasting impact.

To Apply: Submit your resume by January 31, 2026 to the attention of:
Vincent Mariner, Deputy Director – vmariner@hslc.org.