



Systems Administrator

College of Saint Mary is seeking a goal oriented, self-motivated, and experienced System Administrator to join our team. The System Administrator must have a deep and broad knowledge of computer software, hardware, and networks. This position is responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. The Systems Administrator serves as a technical expert in the area of system administration for complex operating systems.

Essential Functions

- Responsible for the configuration, maintenance, upgrades, availability and integration of servers
- Research, evaluate, and install software and hardware as requested
- Provides day-to-day administration of campus systems. Provides second level support of computer hardware, and software for the college community including faculty, staff, and students.
- Responsible for ongoing support of the voice network, including changes to infrastructure and/or programming the telephone switch, voicemail system as well as VoIP/UC systems.
- Install OS updates
- Manage Server and Application Licensing, and Applications Installation and Support

Knowledge, Skills and Abilities

- MS 2003, 2008, 2012 and 2016 Operating Systems (Upgrade, Maintenance, and Repair)
- Active Directory and Group Policy (Manage Users and Groups, run power shell scripts)
- Exchange 2016, SCCM
- MS SQL Clusters, Management Studio and dB maintenance
- Configure, manage and deploy servers, workstations and thin clients
- Citrix Server Farm , Citrix Receiver, Managing Applications
- MS Hyper V, Hyper-V Manager, Virtual Server Hosts
- Virtualizing test plan

Required Education and Experience

Bachelor's degree in computer science or related field and five years' experience in Information Technology Microsoft MCSA or MCSE, or specific courses in Microsoft System Center and Office applications (or equivalent).

This position needs to have a full understanding of Hyper-V, Citrix, Exchange Server, SQL Cluster, Firewall, VLAN, IP protocols, Routers, Network Switches, SCCM, Domain Controllers, Active Directory, and Group Policy.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Systems Administrator](#)

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