COLLEGE OF
SAINT MARY

College of Saint Mary strives to create a safe, inclusive educational environment
where every person's worth and dignity is valued and nurtured. Applicants representing diverse
backgrounds and experiences are highly encouraged to apply.

Systems Support Administrator

Are you looking to join an amazing Information Technology team? This position 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.

Our Idea of a Perfect Candidate Is Someone Who Has:
- Working knowledge of networking, PC hardware and software, and asset management.
- The ability to train and teach others in the use of software.
- Strong troubleshooting and problem-solving skills.

Our Ideal Candidate's Education and Experience Include:
- Bachelor's degree in computer science or related field or equivalent experience.
- Minimum 5 years' experience in Information Technology.

This Position's Responsibilities Include:
- Provides second level support and assistance to the Help Desk.
- Manages day-to-day administration of campus systems.
- Plans, manages, and supports classroom technology.
- Researches, evaluates, and implements installation of requested software and hardware.
- Manages and leads projects to further campus technology.
- Maintains hardware and software inventory.
- Manages Digital sign hardware and system functionality.
- Responsible for installation, configuration, maintenance, and training for desktop applications.
- Researches and builds exploratory options for advancing campus technology.
- Supervises and trains help desk staff.
- Manages Active Directory systems – Group Policy, asset naming management and organization.

Why You Want to Be on This Team:
- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- Free access to the campus recreation facilities, including a full gym, pool, and walking trail.
- CSM is committed to supporting the work-life balance of its faculty and staff.

<u>Application</u>
Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: Systems Support Administrator

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.