



## ANNOUNCEMENT OF POSITION VACANCY **Systems Administrator**

**RESPONSIBILITIES:** Responsible to the Director of Computing and Network Systems to provide system administration for Network Operating Systems (NOS) servers, server hardware and applications, storage, backups, Local and Wide Area Network (LAN and WAN) administration support, systems integration, end-user computing device support, Tier-3 end-user support, and system documentation.

In addition to other related duties as assigned, the System Administrator's essential duties and responsibilities include:

- Provide system administration for network operating systems—VMware, Windows, Linux, Solaris, Unix—including administration of directory, file, print, storage, email, and web services.
- Install server hardware, operating system, and server applications, and apply operating systems/software patches and upgrades and security policies.
- Analyze, troubleshoot, and resolve system hardware, software, and networking issues.
- Configure and monitor servers and operating systems to obtain optimal performance.
- Provide hardware, software, and system administration support for Storage Area Network (SAN) and backup system(s).
- Perform and/or monitor system backups and recovery.
- Perform Local and Wide Area Network (LAN and WAN) administration as needed, including assisting network administrators with setup and maintenance of network switches, routers, and related equipment; and troubleshooting and resolving network problems in coordination with network administrators.
- Develop system interfaces and program integration and single sign-on connectors.
- Provide hardware, software, security, and system administration support for desktops, mobile devices, and printers. Configure, deploy, patch and upgrade network operating system client/agent. Deploy desktop applications using remote management applications.
- Provide Tier-3 end user support for desktop, mobile device, and printer hardware and software, assisting computer technicians as needed. Perform Help Desk duty to include answering phone and resolving problems Tiers 1-3. Write Systems and Network FAQ for end users and IT staff. Provide Help Desk clients on-site assistance as needed.
- Write scripts as needed using Perl and/or Ruby, and AutoIT. Use vi with associated commands and Linux command line tools as needed.
- Write clear system and user documentation and instructions following University standards.

**EDUCATION & EXPERIENCE:** A bachelor's degree from an accredited college or university in computer operations, computer programming, computer science, or computer information systems AND one year of professional experience in network or system administration are required.

This position must also be proficient in scripting language(s), vi, and Linux commands.

A combination of work experience in computer operations, computer programming, computer science, or computer information systems, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree. No substitutions for the one year professional experience in network or system administration.

**DESIRED QUALIFICATIONS/EXPERIENCE INCLUDE:** Experience in an academic environment is desirable.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by July 12, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Disclosure Form](#)
- [Applicant Background Check Authorization Form](#)
- [Voluntary Affirmative Action form](#)

**Email to:** CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

**OR Mail to:**

Systems Administrator Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

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