



GRADUATE THEOLOGICAL UNION

Job Opening

Senior Systems Administrator

POSITION

The Senior Systems Administrator is responsible for overseeing the design, deployment, and maintenance of the core servers and storage infrastructure for the GTU Consortium member schools. In addition he/she is responsible for maintaining and overseeing the Active Directory forest and its related services. This individual will assume responsibility for the supervision and training of the technical support team (Help Desk), and make staffing recommendations as needed. The Senior Systems Administrator is expected to proactively contribute in the overall continued development and improvement of Consortial IT Services.

GRADUATE THEOLOGICAL UNION CONSORTIAL IT SERVICES

The Graduate Theological Union (GTU) is an ecumenical consortium of nine theological graduate schools. GTU's twelve academic centers, programs, and affiliates make it a pioneering place for interdisciplinary religious thought, study, and practice, adding to its unparalleled depth of faculty and course selection. Consortial IT Services provides IT support and services for the member schools and the shared Flora Lamson Hewlett Library. For more information about the GTU, please visit <http://www.gtu.edu>.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

- Provide server hardware design builds maintenance and monitoring.
- Plan overall VMware deployment for Consortial IT services.
- Build and maintain development lab for testing deployments and software.
- Install, configure, and maintain server and client anti-virus software.
- Configure and maintain WSUS for all client operating system patch deployments
- Plan and assist the CIO in the design of the physical network, as well as suggest improvements/changes where needed.
- Determine user software needs and recommend needed software and upgrades.
- Install, troubleshoot, and maintain common business applications and any other custom software used on the campus computers. Recommend needed upgrades to the current software versions.
- Teach standard client software functions on a one-on-one basis, as needed
- Assist and advise end users on projects requiring IT services.
- Plan and oversee the local Exchange 2010 environment.
- Evaluate requirements for integration with hosted Exchange or other cloud based email solutions.
- Develop plans for preventive maintenance on the campus computer equipment and recommend and implement the needed changes.
- Ensure a consistent and reliable desktop computing environment is maintained for end users.
- Plan, monitor, and maintain Active Directory Forest.
- Plan, monitor, and maintain VMware VSphere environment.
- Plan, monitor VMware View environment.
- Create and manage A/D user and group accounts.
- Develop and implement the domain wide A/D security policies.

- Maintain and monitor remote access VPN connectivity, and assist users as needed.
- Actively monitor and maintain critical network services (DNS, DHCP, Web, FTP, and database servers).
- Oversee the daily consortial backup operation.
- Supervise and train the help desk team.
- Contribute in recruiting the talent to fill the help desk team positions.
- Implement effective communication mechanisms to ensure that the user community is adequately informed about planned and active technology activities.
- Advise the CIO as needed, regarding replacement of computers and related hardware.
- Research and recommend needed supplies and equipment.
- Assume responsibility for the safety and cleanliness of the IT office space and workshop.
- Oversee and coordinate the database programming of the central ShoreTel IP phone system.
- Install and maintain all end user phones, and recommend any changes needed to the current hardware or software.
- Coordinate and maintain current inventories of computers, peripherals, and tele-communication equipment at all schools.
- Perform routine server updates / patching and software deployments.
- Participate as an active member of the daily help desk team
- Attend meetings as a representative of the department, as required.
- Provide lead support role for the help desk team as required
- Additional job functions may be added, as required.

ENVIRONMENTAL DEMANDS Include

- Hours of Work: 37.5 hours per week, but can occasionally exceed 40 hours per week.
- Must be available to work outside of the regular hours of work on an emergency basis.
- Minor exposure to electrical hazards when performing diagnostics and repairing computer equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, which include the following:

PREREQUISITE SKILLS

- Administering 500+ user MS AD environment (5+ years).
- Group Policy administration (3+ years).
- MS Exchange 2010, 2013 server.
- Expert knowledge of server hardware (HP) builds, maintenance, and monitoring.
- EMC Ax4 iSCSI SAN or similar.
- VMware VSphere 5.5 (3+ years)
- VOIP telephone systems, preferably Shoretel.
- Enterprise backup and disaster recovery solutions, (Barracuda appliance a plus).
- MS Server 2K8 R2, and MS Server 2K12 OS.
- Windows scripting (WMI, ASDI, PowerShell Shell).
- Experience integrating Mac OSX devices in Microsoft AD environments.
- DNS, DHCP, TCP/IP, HTTPS, SNMP, SMTP, VOIP, SIP, FTP, CIFS
- Experience working in Higher Education environment a plus.
- Must have experience working at small IT organization (<10 IT staff).
- MCSE or VCP certifications a plus.

- Ability to clearly set and manage expectations of clients.
- Passionate about technology, personal computing, and network architecture and design, and follows current trends in each.
- Ability to relate well with a diverse population.
- Work effectively as both a team leader and part of a team.
- Ability to simultaneously coordinate multiple projects and priorities.
- Strong interpersonal skills with the ability to communicate clearly to both technical and non-technical users. Ability to present ideas and solutions in user friendly language.
- Must possess exceptional customer service skills.
- Ability to use independent judgment.
- Effective supervisory skills.
- Valid driver's license and good driving record. Driving - must be able to drive PSR truck or own vehicle for pick-up and delivery of computer equipment and to travel to and from other GTU campuses.
- Highly self-motivated and directed
- Walking - ability to walk to various parts of the PSR campus and other GTU campuses as needed.
- Lifting - ability to lift 40 lbs.
- Climbing Stairs - ability to climb up to four flights of stairs while carrying a load of 15 lbs.
- Carrying - ability to carry 25 lbs. for 25 feet.

APPLICATION INSTRUCTIONS

Interested candidates should email cover letter addressing qualifications, resume and salary requirements to: apply@gtu.edu

Include "apply – Sr. Systems Administrator" in the subject line of your email. Review of applications will begin immediately and continue until the position is filled. Interviews will be scheduled with qualified candidates. Successful candidate will be required to pass a background check.

COMPENSATION PACKAGE

Includes medical, dental & long-term disability insurance, employer contribution to 403(b) retirement plan, paid vacation & sick leave, commuter plan, numerous paid holidays each year - including a couple of weeks at the end of December, and an extraordinary & committed team of colleagues.

GTU is an Equal Opportunity Employer