NOTICE OF VACANCY

Position Title: Systems Administrator

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SALARY: $75,000 annually

REPORTS TO: Director of Information Technology Services

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Exempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM; Some evenings and weekend work required as needed for emergencies/urgencies.

START DATE: Negotiable

SUPERVISORY DUTIES: No supervisory duties.

POSITION SUMMARY: The primary role of the Systems Administrator is to assist the Director of IT with vision, planning and operations for the Information Technology department. By employing technical and administrative expertise, the Systems Administrator oversees all application/network/server/telecommunications services utilized by the University of Science & Arts of Oklahoma (USAO). This includes managing and monitoring the health of all aforementioned services to meet the service level requirements for students, faculty, and staff. This position provides strategic direction for budgeting, planning, implementation, and operations of all communications services (voice, data, and video) and equipment. The Systems Administrator also serves as liaison with service providers, corporate partners, university personnel as well as local/state/national associates, maintains overall responsibility for 24×7 uninterrupted operations of communication systems, and provides project management for projects of a complex or sensitive nature.

The Systems Administrator also provides strategic and operational leadership to support the information technology infrastructure that underlies the delivery of services across the USAO campus. This position is responsible in large part for the design, implementation, maintenance and operation, and improvement of USAO's IT infrastructure, including voice and data networks (wired and wireless), classroom audio visual systems, virtual and physical computing environments, ERP systems, infrastructure security, server administration, infrastructure application management, engineering, installation and repair services, data centers, and cloud-based resources.

ESSENTIAL DUTIES & RESPONSIBILITIES:
- TCP/IP, DNS, DHCP, NAT, Active Directory, Group Policy, Domain controllers, authentication and resource allocation, LDAP, SSH, SSO, enterprise-level SSL-VPN implementation

- Network security against potential threats from email/breaches/ransomware/viruses etc.
- Remote support management and administration
- Microsoft Windows Server management and administration
- Server virtualization (VMWARE)
- Hardware firewall configuration of policies/routes/topology/VLANs, management, and administration
- Microsoft Office 365 management and administration
- Audio/Video hardware deployment/management (including but not limited to: LCD projectors, videoconferencing, digital signage, and video-surveillance security systems)
- Video conferencing solutions (Teams, etc.) management and administration
- PBX/telephone systems management and administration
- Compliance with state and federal IT requirements

SKILLS & ABILITIES:
- Advanced technical, time management, and adaptability skills
- Problem-solving, negotiation, and decision-making skills to influence management as well as, internal and external partners
- Demonstrated record of maintaining concurrency with technological trends and available solutions in the marketplace
- Ability to work with various individuals and groups throughout the campus community.
- Excellent communication and multi-tasking skills
- Strong organizational and administrative skills

REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:
- Bachelor's Degree or a related field and/or equivalent education and experience
- 10+ years of experience in enterprise Information Technology infrastructure
- Advanced technical knowledge of a varied set of technologies, such as server virtualization, networks, and identity/access management
- Management experience to assess performance and implement measures to improve performance.
- Experience with various approaches to infrastructure architecture (such as on-premises, cloud, or hybrid) and their implications for sustainability, business continuity, and disaster recovery
- Experience working with and communicating to individuals and populations

PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:
A combination of extensive experience, education, and certification as listed below are highly desirable:
- Direct experience in the specific technical areas of systems administration, applications development, database administration, network operations, and data center operations.
- Knowledge and understanding of university organization, goals and objectives, policies and procedures, and experience working in a higher education environment.
- Knowledge of national and industry offerings and trends on the design, development, and support of enterprise infrastructure.
- Knowledge of IT operation processes including asset management, configuration management, incident management, and change management.
- HPE network switches
- Mitel digital and analog PBX/telephone system
- Apple macOS

- MDM (Mobile Device Management) for Apple/Windows devices
- Ellucian Colleague ERP system
- Migrating data from legacy software applications to contemporary platforms
- IT certifications such as MCSE, Net+, CompTIA

PHYSICAL DEMANDS:
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Standing and walking across campus, when needed, is required.
- Must be able to lift and carry or otherwise move up to 50 pounds when necessary.
- Bending and reaching overhead or at ground level.
- Specific vision abilities required by this job including close vision.
- Prolonged periods of sitting at a desk and working on a computer; keyboarding required.
- Must be able to work in cold and hot climates when moving around campus

WORK ENVIRONMENT:
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to work indoors and outdoors in extreme weather conditions.
- The noise level in the work environment is usually moderate.

TO APPLY:

Complete the USAO application at (https://usao.edu/about/personnel.html). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience." To support this charge USAO is directed "to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education." For more information about USAO, see www.usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion,

disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.