

**Job Title:****Senior Systems Administrator****Job Description:**

Under the general direction of the Executive Director of IT, the Senior Systems Administrator will design, implement, and maintain the university information technology infrastructure including network, telecom, computing equipment and information systems/cloud services to meet university goals and objectives. The incumbent will provide technical leadership and knowledge transfer to others in IT support roles and proactively advise the IT Governance process on industry trends and directions. He/She will also support IT Service desk functions and lead projects to improve IT Services processes, procedures, and operations.

**Reports to:****Executive Director of Information Technology****Classification:****Exempt, Full-Time****Essential Duties:**

- Design, procure, implement, maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and external IT cloud services;
- Configure, install, test and maintain new servers, storage systems, and networking hardware and infrastructure in both on-site and cloud platforms;
- Utilize the ITIL Service Management framework to manage the performance of assigned IT services to meet campus objectives;
- Plan, design, and implement network security measures to protect data, software, and hardware in compliance with HIPAA and FERPA standards and industry best practices. Document any incidents and resolution tactics to ensure continuous process improvement;
- Ensure that the University has up-to-date written plans and follows best practices for business continuity and disaster recovery including periodic testing of recovery resources and procedures;
- Manage IT change projects with internal and vendors resources with appropriate documentation including project plans, schedules status reports, issues logs, risk registers, communication plans, and project governance plans as appropriate to the project successfully meet planned outcomes;
- Manage, review, and recommend for approval, specific new and recurring vendor hardware and software licenses, hardware and software maintenance agreements, and other information technology contracts as assigned;
- Implement key initiatives as outlined in the University Information Technology Strategic Plan and IT Project Portfolio;

**Qualifications/  
Education:**

- Proactively obtain and communicate knowledge of the hardware, software, network, systems technological changes, and innovations that occur in industry and relate these changes to the University's mission and IT Strategic Plan;
- Perform IT support activities as a designated as "Essential Personnel" in the event of a campus emergency;
- Other duties as assigned.

- Bachelor's Degree from a four-year college or university in Computer Science, Computer Information Systems or a related discipline.
- MCSE, CCNA, CCNP, and VCP certifications preferred.
- ITIL Foundations and CAPM/PMP certifications preferred.
- Minimum of 5 years of hands-on network, wireless network, virtual server, infrastructure and desktop support experience, preferably in an academic organization.
- Experience in deployment and management of Office 365, Azure, and Active Directory.
- Experience with Windows Servers, VMWare ESXi, and Cisco networking technology.
- Experience in managing major IT project changes in enterprise-wide implementations.
- Experience in IT solutions selection, procurement, and contract management.
- Experience in information systems and services implementation, configuration, maintenance, and support.
- Experience with configuring and managing Cisco switches, routers and firewalls.

**Salary:**

**Position offers competitive wage based on experience plus benefits.  
An EEO Employer.**

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **SENIOR SYSTEMS ADMINISTRATOR** in the subject field of the email.