

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: System Administrator for Hosting and Infrastructure

DEPARTMENT: Information Technology Services (NAD-ITS)

SUPERVISOR: Senior Network Administrator

POSITION SUMMARY: Job requires a high degree of interaction with North American Division employees and departments responsible for virtual servers hosted by NAD IT Services. Responsibilities include standard knowledge and configuration of network operating systems and network hardware. Must possess knowledge of PC hardware, software and their interactions. Must be able to communicate technical information in clear language understandable to non-technical users. Must be able to use knowledge derived from on the job experience solutions to problem situations. This mid-level network administrator also provides technical assistance and training to system tenants and owners.

AUTHORITY, ACCOUNTABILITY: Reports to Senior Network Administrator for Operations. Work is performed with limited supervision. Work requires the ability to carry out duties and meet deadlines independently while following specific guidelines.

ESSENTIAL JOB FUNCTIONS:

- Works with Sr. Network Administrator for Operations for configuration, implementation, and administration of systems and networks for hosting NAD and other tenants, including:
 - Aruba Switchgear
 - HPE Datacenter Switchgear
 - Fortinet Firewall with HA
 - Active Directory through 2016
 - Microsoft Server Operating Systems 2008R2 through 2016
 - Linux server operating systems (ideally CentOS or RedHat)
 - Backup solutions (including Veeam Backup and Microsoft DPM)
 - Software defined networking and security technologies
 - Root cause discovery/analysis in troubleshooting
- Responsible for working with Sr. Network Admin for Operations in designing and maintaining a secure hosting environment.
- Works with Sr. Network Admin for Operations to create and maintain technical standards, guidelines, policies, and documentation for hosting tenants.
- Responsible for forecasting the service life of assets and software, and budgeting for their timely replacement.
- New technology research.
- Applies software maintenance for security-related systems as required.
- Day-To-Day operation support for other tenants
- Troubleshooting, maintenance of existing WAN, LAN, and VPN communications.
- Assists Sr. Network Admin for Operations in managing and collaborating with contractors to ensure 24x7 support, maintenance, and system design.
- Loads and configures bare metal servers and appliances as needed for network operating systems
- Works closely with other technical staff outside of IT department
- Other responsibilities as assigned by supervisor.

EDUCATION\EXPERIENCE\CREDENTIALS: Bachelor's (BA/BS) degree in Information Science required. Relevant work experience or relevant college courses in Information Science may be acceptable in lieu of academic requirement. Comprehensive knowledge of: Microsoft networking technologies with emphasis on Microsoft Server 2012R2 and newer, Microsoft Active Directory, Hardware experience with HP Proliant DL series servers, Dell R series servers. High level of expertise with server virtualization platforms.

KNOWLEDGE AND SKILL: Proficiency with Microsoft Active Directory and Exchange, Microsoft 2012R2 Server or higher. Knowledge of networking technology: LAN, WAN, VPN, load balancers. Databases, spreadsheets, word processing, and routing Protocols. Ability to assist other tier user support with server hardware and software related problems. Willingness to learn new skills and keep knowledge updated. Must be user friendly, courteous, have good communication skills, and be self-motivated with the ability to complete tasks with little supervision. Strong "people skills" necessary in providing advocacy for functions performed and to maintain high levels of communication with subordinates, users, and superiors.

If interested in the above position please contact us at jobs@nadadventist.org to receive an application.

Posted:

Monday, October 1, 2018 @ 6:00 p.m.