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: Systems Administrator I

DEPARTMENT: Information Technology Services (NAD-ITS)

SUPERVISOR: Milton Sand, Associate Director

POSITION SUMMARY: Job requires a high degree of interaction with personnel from NAD Conferences and Unions that are hosted or may be interested in hosting possibilities with the NAD Private Cloud. Responsibilities include industry knowledge and configuration of Linux based operating systems, especially CentOS. Must possess broad knowledge of operating systems and understand the role of automation in the enterprise datacenter. Must be able to create and edit scripts using common scripting languages. Must be able to communicate technical information in clear language understandable to non-technical users. Must have working knowledge of Apache web server. Must be able to use knowledge derived from on-the-job experience solutions to problem situations. The systems administrator also provides technical assistance to NAD Private Cloud tenants and as well as NAD departments and ministries.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the supervisor. Work is performed with limited supervision. Reports to the Associate Director, Infrastructure and Hosting. Work requires the ability to carry out duties and meet deadlines independently while following specific guidelines.

ESSENTIAL JOB FUNCTIONS:

- Works with internal Dev team and external partners in supporting systems and environments.
- Manages CentOS and Windows Server infrastructures.
- Works with Associate Director, Infrastructure and Hosting, with configuration, implementation, and administration of systems and networks for hosting NAD and other tenants.
- Manages and maintains MariaDB/MySQL database technologies.
- Works with internal Dev team and external partners in maintaining maintenance and support of systems.
- Applies patches and security updates to all Linux operating systems.
- Implements and maintains remote administration protocols using open source and proprietary tools.
- Root cause discovery/analysis in troubleshooting.
- Responsible for working with Associate Director, Infrastructure and Hosting, in designing and ensuring a secure hosting environment.
- Manages NAD's Docker environments.
- Works with Associate Director, Infrastructure and Hosting, to create and maintain technical standards, guidelines, policies, and documentation for hosting tenants.
- New technology research.
- Will assist, as requested, with day-to-day operations and support for tenants.
- Assists Associate Director, Infrastructure and Hosting, in managing and collaborating with contractors to ensure 24x7 support, maintenance, and system design.
- Other responsibilities as assigned by supervisor or department director.

EDUCATION\EXPERIENCE\CREDENTIALS: Bachelor's (BA/BS) degree with courses in computer science preferred. Relevant and successful work experience may be acceptable in lieu of academic requirement. Experience with Systems Administration preferred. Comprehensive knowledge of microcomputer equipment and software, as well as a broad understanding of hardware, networks, software configuration, and web services, required.

If interested in the above position please visit our site CLICK HERE to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

Posted:
Date and Time
Friday, April 30, 2021 @1:00 p.m.