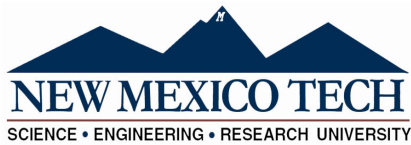


Posted: February 15, 2024



POSITION ANNOUNCEMENT

TITLE: SYSTEM ADMINISTRATOR

DEPT: ICASA

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$65,000-\$85,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Responsible for the configuration, installation, testing, monitoring, troubleshooting, repair and maintenance of a variety of laptops, desktops, printers, servers, security and network infrastructure hardware and software. Provides primary end user support for ICASA and PRTC staff. Will serve as a member of a team of system administrators/network engineers. Manages backups, software licensing, creates and manages technical documentation, provides assistance in research and purchasing of equipment, and other related duties as assigned. Occasional after hours work and travel to Albuquerque offices / Playas, NM required.

JOBS FUNCTIONS:

- Provides assistance on diverse software applications and hardware systems for department users and customers. 25%
- Assists with installation, configuration, maintenance and support of IT infrastructure. 20%
- Assists with troubleshooting and resolving complex system hardware, software, network & security issues. 20%
- Provides in-depth individual and/or group instruction and training to staff on new or updated technologies, writes and maintains user instructions. 5%
- Maintains, updates and audits record keeping systems; manages purchasing and software licensing, writes technical documentation and documents projects. 5%
- Participates in and/or leads the review, evaluation and recommendation of solutions relating to hardware and software acquisitions and/or backup, network & security updates. 5%
- Participates in and/or leads research and development initiatives and provides assistance in the implementation of new technologies. 5%
- Serves as a project member on technology projects with large scope and impact; may lead or supervise others and integrate the work of other staff (both in Socorro and Playas). 5%
- Maintains currency of knowledge with respect to hardware, software, industry trends, applicable laws, regulations, standards and/or systems. 5%
- Performs miscellaneous job-related duties as assigned. 5%

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school. 8+ years' professional experience supporting a wide range of hardware, software, operating systems, printers, communication, audio visual, networking, security devices. 8+ years' professional experience providing direct technical end user support. Experience installing, configuring, maintaining and supporting Windows and Mac OSX desktops and laptops. Experience installing, configuring, maintaining and supporting a Windows Server and Active Directory

environments. Experience installing, configuring, maintaining and supporting network and security software/devices such as switches, firewalls, WiFi routers, VPNs, anti-malware systems, DHCP and DNS servers. Experience creating technical and end user support documentation. Experience with market research, purchasing and contracting processes. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Must be a U.S. Citizen and willing and able to obtain and maintain a Top Secret/SCI level security clearance.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Information Technology, Computer Science, or related field. In lieu of a degree, experience that is directly related to the duties and responsibilities specified may be interchangeable on a year for year basis. Linux administration experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 5%	Sitting 75%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu