POSITION ANNOUNCEMENT

TITLE: SENIOR COMPUTER SYSTEMS ADMINISTRATOR
DEPT: INFORMATION TECHNOLOGY COMMUNICATIONS (ITC)

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $61,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: October 24, 2014 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 DUTIES:
Create user accounts and groups. Deploy new servers and install all necessary software. Maintain and update existing servers. Work with ITC staff, NMT Staff and Faculty, ITC Customers to install, setup, and maintain server applications. Create and update documentation for server systems. Manage server disaster recovery plan. Perform tests of the disaster recovery plan and site. Maintain ITC software repository. Maintain support contracts and perform renewals as necessary. Deploy and develop automation tools for server system. Analyze server logs daily and take action as required. While on call, be able to respond onsite within 30 minutes.

REQUIRED QUALIFICATIONS:
Associate’s degree with 3 years of experience OR Bachelor’s degree in Computer Science, Information Technology, or related field. Knowledge of Windows and Linux operating systems and networking skills required. Microsoft certification desired. RedHat certification desired. VMware VCP certification desired. Cisco CNE certification desired. Must be a US citizen to be able to work with and on systems at EMRTC and/or ICASA.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 132, Socorro, NM 87801-4796