Posted: <u>January 13, 2026</u>

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
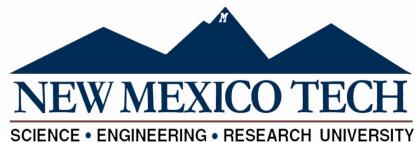
POSITION ANNOUNCEMENT

TITLE: IT SYSTEMS ADMINISTRATOR   DEPT: EMRTC

REG ☑   TEMP ☐   FULL TIME ☑   PART TIME ☐

STARTING RATE or SALARY RANGE <u>$70,720 - $85,571</u>

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: 01/23/2026* 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:

The qualified candidate will be responsible to architect and administrate the critical server infrastructure for EMRTC and to support the Affiliates of EMRTC. Primary duties include maintaining the Microsoft Active Directory infrastructure, administrating both onsite and offsite backup solutions, maintaining and administrating the Microsoft Exchange Email system and creating and administrating Microsoft Windows Servers. The candidate will also be responsible for the server hardware and infrastructure. The candidate will also be responsible for monitoring environmental controls in the EMRTC server room and responding to problems or outages involving the server room 24 hours a day, 7 days a week.

JOB FUNCTIONS:

Architect and administrate onsite and offsite backups. Maintain all Windows Servers and assist in maintaining Linux Servers. Maintain server hardware and infrastructure. Architect and administrate Microsoft Exchange Server. Architect and administrate Microsoft Active Directory infrastructure. Provide technical support and guidance to other IT personnel. Maintain UPS and Monitor Environmental Control 24 hours a day, 7 days a week.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science or IT (or equivalent experience). Windows Server Administration R Windows Problem Solving R Microsoft Exchange Server R Server Virtualization Technologies R Microsoft Active Directory Administration. Must have or be able to obtain a security clearance.

DESIRED QUALIFICATIONS:

Linux Problem Solving. Enterprise Level Backup Administration. Fibre Channel and SAN Administration.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 2%	Sitting 45%	Walking 5%	Pulling
Pushing 1%	Lifting 1%	Stooping	Kneeling
Crawling	Climbing	Reaching 1%	Other 45%

Apply to: nmtjobapps@npe.nmt.edu