



Systems Administrator Job Announcement Morgantown, WV

The West Virginia Network for Educational Telecomputing (WVNET) is a dynamic service organization providing telecommunications and computing services to state and local government agencies within the state of West Virginia.

Position Title: **Systems Administrator**

Work Location: 837 Chestnut Ridge Road, Morgantown, WV, 26505 (Required)

Classification: Salary, Full-Time Benefits, FLSA Exempt

Salary: Starting salary range is \$60,000 to \$70,000 and commensurate with experience.

Posting Date: Open Until Filled.

JOB DESCRIPTION

This position provides system support for Windows based operating systems and applications. This will include all versions of the Windows Server and Desktop Operating System, Microsoft System Center, Microsoft SQL Server, Microsoft Exchange, Microsoft Office 365, and other windows based applications. The role will serve as the primary administrator for WVNET end user computer infrastructure but will also be required to provide support to WVNET's customers.

DUTIES & RESPONSIBILITIES

- Provide WVNET end users PC support for desktop, laptop, and printer needs.
- Manage and maintain currently supported and subsequent Microsoft (MS) Windows Server Operating Systems (OS) on physical and virtual operating environments, providing technical oversight and consultation services.
- Experience managing and utilizing multiple hypervisors, particularly VMWare.
- Utilize Windows scripting to optimize and automate system administrator tasks.
- Configure, troubleshoot and maintain Microsoft Active Directory. Define and setup user accounts and security; create and maintain network volume and directory structure within Active Directory.
- Administer Group Policy changes and review GPO settings routinely to ensure compliance with acceptable use and security practices.
- Configuration and management of Microsoft System Center to be used for application packaging, desktop imaging, endpoint protection, and WSUS deployment.
- Experience installing and maintaining Microsoft SQL server. Ability to create custom reports within the SQL environment.
- Provide Office 365 support for WVNET and its customers including configuration and subsequent upgrades of Azure Active Directory Sync, account creation and modification, and Multi-Factor authentication.



- Installation, maintenance, and upgrades of Microsoft key management server.
- Manage and maintain the Medial application used for video and audio streaming and transcoding. Coordinate with customer support to diagnose and resolve issues preventing video transcoding or user access.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to present ideas in a clear and concise format using narrative statements and logic.
- Ability to maintain current working knowledge of technical information on a rapidly changing field.
- Ability to follow complex written and oral instructions and technical manuals.
- Documentation capabilities to write end user and technical documentation and help files.
- Good customer interaction skills. Ability to make presentations and give demonstrations.
- Ability to work both independently and in a group.

EDUCATION / EXPERIENCE

- Bachelor's degree in Computer Science, Information Technology, or equivalent, or closely related field.
- 5-7+ years Windows Systems Administrator experience.

SALARY

Starting salary range is \$60,000 to \$70,000 and commensurate with experience. Additionally, WVNET offers an excellent benefits package which includes comprehensive health, retirement, and insurance plans as well as generous amounts of vacation, sick, and holiday leave.

APPLICATION PROCESS: Submit a cover letter and resume **via e-mail** to WVNET Human Resources at careers@mail.wvnet.edu with **Systems Administrator** in the subject line.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Network for Educational Telecomputing (WVNET) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. WVNET provides a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.