

Position Description:

Responsibilities include system security, building and maintaining x86 Windows 2003/2008 servers, and maintaining multiple other Windows-based applications.

Duties include performing diagnostics, resolving problems, escalating problems to vendors as required. Duties also include making recommendations for hardware and software acquisitions, preparing and maintaining documentation, and providing assistance to IT staff and end-users. Duties include installing, configuring, maintaining and upgrading server hardware, system software and applications. Other duties include gathering system requirements, estimating work efforts, and developing and documenting changes.

Strong analytical, interpersonal, analysis, problem solving, organizational, and time management skills are essential.

Position Requirements:

Experience / Education:

Four (4) or more years experience working in a Microsoft Windows 2003/2008 environment and Active Directory in an administrative and technical capacity

Four (4) or more years experience with Windows-based servers including builds, configuration, security, patching, and implementing changes and controls with Group Policies.

A Bachelor's degree in computer science, engineering, or related field is preferred. Equivalent work experience will be considered.

Technical Skills:

Intermediate to expert level technical and system administration skills on Microsoft Windows 2003/2008 Servers.

Intermediate to expert level experience using and troubleshooting Windows XP workstations.

Working knowledge of TCP/IP networking, DNS and DHCP

x86 server hardware troubleshooting, diagnosis and repair.

Moderate lifting is sometimes required in the course of day-to-day work.

Interpersonal Skills:

Excellent customer service skills.

Ability to work well in a team.

Must be self-motivated, self-driven, and able to work with minimal supervision.

Desired Skills/Knowledge/Experience:

Previous experience migrating services from NetWare to Windows Server

System admin/technical experience with Citrix Presentation Server or XenApp.

System admin/technical experience with VMware ESX servers and virtual desktops.

Experience with PowerShell scripting.

Experience with Network Attached Storage, iSCSI, CIFS

Experience with CommVault backup software.

Recent experience with Novell Netware and/or Novell GroupWise

Microsoft certifications such as MCSE and MCP