

Institutional Technology Server Administrator

Classification Full-time, Exempt

Reports to Institutional Technology Manager

JOB DESCRIPTION

Department

Institutional Technology

Summary

This position will maintain, and repair the data and network infrastructure necessary to enact the educational mission of the seminary; the technology systems necessary; and support the people of Phillips with their IT needs.

Essential Duties and Responsibilities

The Institutional Technology Server Administrator has the following areas of responsibility:

1. Network infrastructure, servers, and software
2. Internet connection (primary and backup)
3. Institutional databases
4. Active Directory (on-premises and cloud-based)
5. Windows Server management
6. Data backup
7. Data and network security
8. Classroom, chapel, and conference center AV technology and network connections
9. Course management system (external contractor)
10. Printers and copiers
11. Laptops, desktops, and mobile devices
12. Cloud-based applications and services

Duties:

The Institutional Technology Server Administrator is responsible for a variety of duties and activities that support the Faculty and Staff at Phillips Theological Seminary, including (but not limited to):

1. Responsible for the implementation and maintenance of the seminary local servers and cloud-based resources to provide a secure, reliable data infrastructure.

2. Responsible for the integrity and recovery of data stored on cloud-based and local storage devices.
3. Manage and maintain local servers, converged network devices, network switches and firewalls.
4. Support and maintain the health of the local Active Directory and Office 365 infrastructure
5. Manage the backup and data recovery systems.
6. Responsible for the security, integrity, consistency, and normalization of local and cloud-based databases.
7. Assist in the development of policies and procedures that adhere to industry standards and best practices.
8. Provide technical guidance to faculty and staff.
9. Manage the security and functionality of seminary owned workstations, laptops, mobile and end points to further the seminary's mission.
10. Respond to requests and technical issues from students, faculty, and staff.
11. Assist in the management and maintenance of the audio/visual systems in the classrooms, chapel, and conference rooms.
12. Assist in the management of the seminary's internet and email presence.
13. Assist in development and maintenance of the Life cycle management program for technology systems.
14. Aid in the development of the annual budget for support of Information and Audio-Visual technology.

Qualifications

Knowledge and Skills

1. Demonstrate the highest professional ethics.
2. Demonstrated skills in self-management—time, project planning, prioritization, task execution.
3. Requires special technical knowledge of the techniques and procedures of software and network support for multiple users.
4. Must understand installation, configuration and troubleshooting processes for software, hardware, networking and accessory equipment.
5. Requires experience with personal computer equipment. Must have advanced personal computer word processing, spreadsheet, database (MS SQL is desirable), PowerShell and Windows skills.
6. Requires sufficient analytical skills to assess problems or unusual situations and develop solutions.
7. Prefer a working understanding of the Seminary and individual department operations, goals and objectives relating to Institutional Technology services.
8. Prefer knowledge of how to assemble and disassemble personal computer components, including cabling.

Abilities

1. Ability to work independently of close supervision.
2. Ability to teach and coach.
3. Ability to support persons with differing technology aptitudes.
4. Ability to define problems, collect data, establish facts, and draw valid conclusions.
5. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
6. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, manuals, and legal documents.
7. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
8. Ability to write and deliver speeches and articles for publication that conform to prescribed style and format.
9. Ability to effectively present information to student, facility/staff, management, public groups, and/or board of directors.
10. Ability to apply advanced mathematical concepts such as exponents, binary, and hexadecimal.
11. Ability to apply mathematical operations to such task as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Education and Experience

1. Bachelor of Science degree or equivalent in information technology or a related field
2. Valid Oklahoma driver's license
3. Certifications, or their equivalent, at the Associate or Expert level
4. At least 7 years employment experience in systems management

Physical Skills and Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms. The employee is frequently required to sit, stoop, kneel, crouch, crawl, and talk or hear. The employee is occasionally required to stand; walk; climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. The employee must be able to lift moderate loads chest high and occasionally higher. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.