Position: Systems Administrator

Location: Montreat, NC

Summary:

The Systems Administrator is a full-time, twelve-month position responsible for providing programming and IT infrastructure support for Montreat College. The position is the main support for the infrastructure of the college’s Web site as well as systems (Linux and Windows servers and Windows and Mac workstations) support for the technology department.

Supervision:

The Systems Administrator position reports to the Director of Technology

Skills:

A minimum of three years of professional experience in systems administration is required, with skills in the following areas: Windows Powershell, Linux, Windows Server (all versions), Active Directory, MS Exchange Online, Web services integration, and basic SQL. In addition, the following skills are required for job duties and may be acquired after start: Google Apps scripting and Javascript, back-end web development and scripting, shell scripts for managing Linux installations, package management, web application maintenance.

Duties:

Manage server infrastructure for Linux and Microsoft Windows servers, including backup and security updates.

Manage internal Moodle LMS server

Maintain and administer user and group permissions management and Microsoft Office 365 Exchange Online

Maintain and administer Google Apps infrastructure, permissions, synchronization and identity management.

Work collaboratively in a team environment with customer / end-user focus.

Support the web specialist in back-end and web system server support.

Develop Web-based materials; assist in the training of college staff.

Assist with firewall and network configuration.

Write documentation in defined standards.

Assist the Database Administrator in management of SQL reporting and database services.

Perform systems analysis and development of various IT related services.
Performs other job-related duties as necessary.

Requirements:

Bachelor’s degree or higher plus two years of experience in technical support of server infrastructure including Windows and Linux.

Working knowledge of one or more types of Web servers (e.g. Microsoft Internet Information Server and Apache Web server).

Working knowledge of CSS, Javascript, HTML, and Internet technology a plus.

Some programming and debugging / development skills. PHP and shell scripting)

Experience with Source Code repositories GIT and SVN

Working knowledge of network configuration including TCP/IP, routers, and wireless access points.

Excellent presentation and communication skills, with the ability to communicate effectively with individuals from diverse backgrounds.

Personal Qualities:

Commitment to the Statement of Purpose of the College; able to communicate effectively; trustworthy in dealing with confidential information; accountable in dealing with costly computer equipment; well organized; and possessing the desire to be an effective role model in the workplace by promoting a Christian world-view and testimony.

Application Procedure

Candidates should send a letter of application, curriculum vitae, statement of faith, and three current letters of reference to the Director of Technology via email to: phawkinson@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.