

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**SYSTEMS ADMINISTRATOR**  
**UNIT IF APPROPRIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053  
**Hours:** Full Time  
**Salary:** \$66,771  
**Closing Date:** October 29, 2014

**General Knowledge:**

Manages and administers the end-user network and data center systems on a daily basis.  
Administers, and supports Windows domain and virtual desktop infrastructure.  
Implements PC installations of laptops and virtual desktops.  
Provides end-users support for MS Windows, Office Suite, and other PC Applications  
Manages the BSAA Information Technology resources (Servers, Client computers, telecommunication equipment)  
Maintains and implements information technology plans, computer services, and network communications.  
Appraises and evaluates the results of overall operations of computing and information technology functions.  
Serves as a support for the IT Staff in maintaining the relationship between the BSAA and information technology consultants and vendor(s)  
Maintains disaster recovery systems, documentation, performance & capacity monitoring  
Supports all e-learning software packages and associated programs  
Maintains current knowledge of professional issues  
Performs other duties as assigned

**Preferred Skills and Ability: See above**

**Position Summary:** The Systems Administrator manages the Charter Oak technology infrastructure including resource management, physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

**Special Experience:** . Knowledge of fundamental computing and networking methodologies and technologies, Microsoft server technologies such as Exchange, SQL, SharePoint, and Active Directory. Consideration given for candidates with direct virtual technology skills and experience, especially VMware based technologies such as esxi, vCenter, and virtual desktop infrastructure VDI using VMware View.

**Substitution Allowed:** N/A

**Eligibility Requirement:** Bachelor's degree in MIS or Computer Science and a minimum of five (5) years' experience in the design, implementation, and support of a Windows based network. Knowledge of fundamental computing and networking methodologies and technologies, Microsoft server technologies such as Exchange, SQL, SharePoint, and Active Directory. Consideration given for candidates with direct virtual technology skills and experience, especially VMware based technologies such as esxi, vCenter, and virtual desktop infrastructure VDI using VMware View.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements may view the complete job description and must submit a cover letter and resume by October 29, 2014 at <http://www.charteroak.edu/AboutUs/Employment>. No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.