

Assistant Network Systems Administrator

FLSA Exempt Status: No

Pay Range: \$50,000 to \$60,000

Job Specifications: Full-Time: Monday-Friday 8:30 am – 5:00 pm (Extended hours required)

Description and Requirements

The Assistant Network Systems Administrator will be responsible for supporting IT systems, to include LAN/WAN, email, network segments, computer based technologies and printers. He/she will provide technical support for both hardware and software issues while assisting with rollouts, installations and monitoring activities. Must be a highly motivated individual with required experience in the administration, configuration and maintenance of Microsoft Servers, Active Directory and networking devices. Candidate must have a strong working background and knowledge of Microsoft Windows OS and server hardware. Must be organized, able to work in a small team environment, willing to learn at a fast pace and maintain a great can do attitude. Candidate must be detail-oriented, a self-starter and be available 24x7x365.

Education Training and Experience

- Bachelor's degree in Information Systems, Computer Science, IT Certified Training or equivalent
- Certifications: CompTIA A+, Network+, Security+, Microsoft MCSA Admin or MCSE Core
- Experience: 3+ years in MS Windows server systems administration

Technical Requirements

- OS and Systems: MS Windows, Hyper-V, VMware, Citrix, Exchange
- Networking: DNS, DHCP, TCP/IP, LAN, WAN
- Security: End Point Protection
- Authentication: AD, MFA
- Knowledge of system vulnerabilities, security issues and updates/patching standards.
- Windows OS 7 Pro~10 Pro, Server 2008~2016
- MS Office 2010~2016
- Knowledge of Active Directory, Exchange 2010~2016

Duties and Responsibilities

- Assist in the administration of IT systems and infrastructure.
- Help develop IT strategies, architecture, and processes.
- Troubleshoot server hardware and software issues related to networks and desktops.
- Monitor server hardware, software performance and operations.
- Employ and follow IT infrastructure and operations best practices.
- Implement, follow and enforce network security policies and protocols.
- Create and maintain PowerShell scripts for system administration automation.
- Monitor network security systems, applications and procedures.
- Monitor systems, review application logs and respond to security and usability issues.
- Assist with creating and verifying data backups.
- Upgrade server systems and processes as required for enhanced functionality and security.
- Deploy patches/upgrades to desktops, laptops, and computer based technologies.
- Assist in software and hardware upgrades and new installations.
- Serve as escalation point to our IT Support Specialists.
- Maintain IT hardware and software asset inventory.
- Assist in maintaining knowledge base and change log documentation.
- Additional duties as required.