

POSITION ANNOUNCEMENT ACCSC Information Technology Administrator

General Description:

The Information Technology Administrator is responsible for the day-to-day operations and management of the IT infrastructure for the ACCSC staff, including hardware, software, networking, and database administration. The Information Technology Administrator works closely with others in the organization to evaluate the technology needs of the organization on an ongoing basis and makes recommendations for changes and improvements.

Primary Duties and Responsibilities:

1. Deploys, configures and maintains the health of various server, workstation and network systems.
 - a. Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers
 - b. Assists with management and maintenance of Microsoft SQL Server solutions
 - c. Monitors and maintains Microsoft Exchange and associated email services
 - d. Administers a Windows 2008 domain infrastructure
 - e. Responsible for maintaining the health and operations for the ACCSC backup environment using Symantec Backup Exec, disk replication and alternate methodologies
 - f. Supports Blackberry server and hand-held units
 - g. Provides support for the ACCSC public website as needed
 - h. Independently able to troubleshoot and resolve a wide variety of end user applications, workstation and server issues, and network problems
2. Responsible for day to day sustaining activities to maintain operational health and performance of IT systems.
 - a. Analyzes and maintains performance data to ensure optimal usage of technology resources
 - b. Prepares long and short term planning for systems maintenance, production activities, and upgrades necessary to maintain system health
 - c. Responsible for patch management and execution
3. Provide front line (Tier 1) helpdesk support.
 - a. Manages various information technology services for ACCSC staff
 - b. Assists staff with daily technology requirements (Microsoft Office, Access databases, etc.)
 - c. Responsible for day to day user administration including: new user set up and access, system access privileges and permissions, and prompt service cancellation for discontinued users
 - d. Installs and manages operating systems and desktop / end user applications
 - e. Provides PC support and training to end users as required
 - f. Provides IT support for traveling staff

4. Serves as project manager for IT projects and technology solutions.
5. Develops, maintains and executes technology documentation, policies and procedures.
6. Manages phone/data cabling for office.
7. Maintains accurate inventories of hardware and software licenses and compliance with End User License Agreements (EULAs).

Qualifications:

The Information Technology Administrator should be a self-starter, initiating projects and looking for solutions to problems before they arise. Candidates must have strong project management skills, setting and meeting realistic deadlines and keeping others informed of the progress of projects at all stages. The Information Technology Administrator is expected to have the technical skills relevant to the position, such as Windows 2003 Administration, a familiarity with basic networking, and strong database skills. Candidates should have a familiarity with Windows 2000, Microsoft SQL Server, Microsoft Exchange Server, and Microsoft Site Server.

Required Skills:

- 3-5 years server and workstation administration and support
- Knowledge and experience working with Microsoft Windows server environments, deployment and configuration
- Microsoft SQL and Microsoft Exchange server administration experience
- Knowledge and understanding of the TCP/IP protocol, troubleshooting and support
- Understands and applies best practices, policies and procedures
- Proven people and project management
- Strong attention to detail and to the overall quality of information
- Strong written and oral communication skills
- Proficient in a wide variety of PC tools and applications
- Ability to perform effectively in a dynamic environment
- Ability to manage multiple projects simultaneously
- Ability to perform tasks effectively with little supervision
- Proven ability to work with others and to function well in a team environment
- Ability to work with an offsite Network Engineer.

Desired Skills:

- Cisco Certified Network Associate (CCNA) certification or higher
- Microsoft Certified Systems Administration or Engineer (MSCA or MCSE) certification

Salary will be commensurate with the background and experience of the candidates.

To Apply:

Interested parties should submit a cover letter, resume, and salary requirements to hr@accsc.org. **Incomplete submissions will not be considered.**

About ACCSC

For 40 years, ACCSC has been committed to establishing and advancing quality education at private, postsecondary career schools and colleges. ACCSC is dedicated to ensuring a quality education for more than 220,000 students who annually pursue career education at more than 810 ACCSC accredited institutions.

ACCSC has been recognized by the [United States Department of Education](#) as a reliable authority for the establishment of educational standards since 1967. ACCSC's scope of recognition includes the accreditation of private, postsecondary, non-degree-granting institutions and degree-granting institutions in the United States, including those granting associate, baccalaureate and master's degrees, that are predominantly

organized to educate students for occupational, trade and technical careers, and including institutions that offer programs via distance education.

ACCSC's mission is to serve as a reliable authority on educational quality and to promote enhanced opportunities for students by establishing, sustaining, and enforcing valid standards and practices which contribute to the development of a highly trained and competitive workforce through quality career oriented education.

As an organization, ACCSC is committed to the following core values:

Integrity Accomplishing our mission with a commitment to ethics, honesty, trust, consistency and fairness.

Accountability Fulfilling our responsibilities to one another, the higher education community, and the public.

Continuous Improvement Cultivating personal and professional growth through learning, goal setting, innovation, commitment and participation.

Open Communication Fostering a free and timely exchange of ideas and information in collegial environment.

Teamwork Creating strong partnerships while recognizing individual strengths and emphasizing respect and mutual support.

ACCSC is an equal opportunity employer.