Position Title: Associate System Administrator

Position #: 00100582 and 00100374

Salary: $42,000 annual salary + full benefits package
Full-time/exempt (from FLSA overtime)/benefited position

Closing Date: Applications received by April 24, 2015 will be given first consideration. Screening of applications will begin on April 27, 2015. Open until filled.

Description: Assist with the design, planning, implementation, configuration, maintenance, performance-tuning, management, support and security of mission critical, enterprise-level systems. Including, but not limited to, the administration of on-premise and cloud-based servers, virtual environments, storage infrastructure, and related services and applications. Work is performed under the general guidance and direction of a system administrator and/or senior system administrator and is routine and less complex in nature. This position is located in Grand Forks, ND.

Minimum Qualifications:
- Associates degree in Computer Science or related field or equivalent education + work experience in systems administration or related field.
- A fundamental understanding of Windows based or Linux operating systems.
- Previous experience with system installation and configuration, fundamental knowledge of information security, installing third party software, patching and updating.
- Ability to work independently and as a member of a team.
- Ability to problem-solve with attention to detail and organizational and prioritization skills.
- Ability to effectively communicate, written and verbally, with technical and non-technical audiences. Must also be customer focused and possess strong interpersonal skills.
- Ability to work in an enterprise-level and structured environment
- Available to work (on occasion) early mornings and weekends to support system/application needs.
Preferred Qualifications:
- Experience programming with PERL, BATCH, JAVA, HTML, SQL and PHP, PowerShell or VBScript.
- Experience in systems administration in a large-scale, multi-user environments.
- Experience with client/server architecture.
- Previous experience working with VMWare/Hyper-V or related technologies.
- Previous experience working with Microsoft System Center.

To Apply: Applicants should submit 1). a cover letter specifically addressing the advertised qualifications 2). a current resume and 3). the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to

NDUS/Core Technology Services
Attention: Jane Grinde
4349 James Ray Drive
Grand Forks, ND 58202

by the close of business on the closing of application date indicated above. Applicants who are residents of ND and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran’s death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check.

Due to International Traffic in Arms Regulations, applicants are required to be eligible for employment under U.S. export control laws and must meet the requirement of being a “U.S. Person” (U.S. citizen, a lawful permanent resident, refugee, or granted asylum) or must be eligible to obtain appropriate U.S. Government authorization for access to export controlled equipment, technology, or software. CTS will not sponsor an applicant for employment authorization for this position. All information collected in this regard will only be used to ensure compliance with U.S. export control laws, and will be used in compliance with all laws prohibiting discrimination on the basis of national origin and other factors.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu, TTY Number 1-800-366-6888.
Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states.

Some of the features that make the community a great place to live are diverse educational opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community’s quality of life, visit www.gfchamber.com