Position Title: System Administrator

# of positions: up to 2

Position #: 00100375 and 00100367

Salary: Minimum starting annual salary $53,000 + per year/full-time, exempt (from FLSA overtime), benefited position in the 3000 broadband

Location: Grand Forks, ND

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. This position is located in Grand Forks, ND.

Minimum Qualifications:
- Bachelor’s 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.
- Experience with client/server architecture.
- Experience in systems administration in a large-scale, multi-user environments.
- Previous experience working with VMWare/Hyper-V or related technologies.
- 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.
- Previous experience working with Microsoft System Center.
- Demonstrated ability to think creatively and quickly master new technologies in an enterprise-level and structured environment.
- Demonstrated strong problem solving skills with ability to conduct high-level analysis.
- Ability to adhere to, develop and update information security procedures. Ability to interpret, implement and maintain information security standards.

**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 screening date. 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.
THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master’s granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

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