



Senior Systems Administrator

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest performing five percent of schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains.

JOB TITLE: Senior Systems Administrator

REPORTS TO: Chief Technology Officer

SUMMARY of POSITION:

The candidate selected for this position will be responsible for leading the technical administration of IT systems within the district including the following

Vendor	Product	Function
Microsoft	Windows Server 2012 <ul style="list-style-type: none"> - Active Directory - Group Policy Manager - Print Management 	Operating system for our school based servers. Active Directory is the 'backbone' of the network and provides the structure for security and computer management
Microsoft	Systems Center Configuration Management	Manage Software distribution and updates (AntiVirus, Patches, Updates, Testing Software, etc)
Microsoft	Windows Deployment Server	Used to manage and apply computer images
Microsoft	Office and SQL	Manage Databases, Office Configurations, School desktop management
Microsoft and 3 rd party Tools and utilities	Papercut, listening agent for printers, Malware, Migration assistant, Teamviewer remote system management, etc.	Print Management and reporting, Anti Malware, data recovery, system migration aids, remote access software
VMware	Vsphere and VCenter products	Allows multiple 'virtual' servers to run on one physical server – optimizing resources and support
Absolute	Computrace	'Lojack' and insurance software for

		anti theft
Absolute	Absolute Manage	Used to manage Apple environment – school based apple store, device management, updates, administrative control
Absolute	Absolute Service	Help desk and ticketing software
Lansweeper		PC & Network Inventory Software Inventory and Audit License Compliance and Audit

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be expert in the functions in the skills matrix above and also able to learn new systems and provide a range of technological and administrative services to include the following:

- Maintain the current systems and recommend improvements in processes and workflow using the existing toolset, research and recommend new tools and processes to improve IT operations
- Mentor and train technical staff
- Assist senior leaders with strategy and migration planning
- Assist senior leaders with technical staff evaluation, training and coaching
- Plan and execute technical workflow as required/related to systems operations.
- Maintain test environment and plan, implement, coach and train for new releases.
- Create and maintain reporting capabilities
- Lead the research, analysis, requirements, design, testing and implementation of new features and tools
- Monitor ongoing operations and data integrity
- Maintain appropriate system documentation on procedures and configurations.
- Develop and facilitate users groups to improve systems and develop requirements for new systems, interfaces and reports
- Participate in evaluating new academic software projects to determine impacts and configurations.
- Perform other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

Qualifications:

- Excellent customer service and communication skills. Ability to work with people of various backgrounds with all levels of technical knowledge.
- Strong organizational, analytical and problem-solving skills.

- Bachelor's degree in Computer Science or related area or equivalent experience.
- Systems administration

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience
LENGTH OF WORK YEAR: Twelve (12) Months (school year)
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Human Resources
Education Achievement Authority of Michigan
300 River Place, Suite 3600 Detroit, Michigan 48227
By Email – eaajobs@eaaofmichigan.org

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