



Window System Administrator

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing 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. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Window System Administrator

REPORTS TO: Network Operation Manager

SUMMARY of POSITION:

The candidate selected for this position will be responsible for a variety of Windows system administration tasks, including software and hardware installation, as well as maintenance and upgrades. This position will also provide technical support for a variety of applications, and will include programming and scripting tasks as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate should be able to assist and provide a range of technological and administrative services to include the following responsibilities:

Main Job Tasks and Responsibilities

Position Responsibilities:

- Assists the overall server administration and applications support, including authentication, messaging, file and storage, web, database, and backup systems.
- Monitors the ongoing operation and performs activities to assist with performance tuning, troubleshooting of hardware, OS and application issues.
- Collects and reviews system data for capacity and planning purposes.
- Performs regular and on-demand system backups and recoveries.
- Participates in organization's disaster recovery and business resumption planning, testing, and implementation.
- Participates in organization's emergency response planning, testing, and implementation.
- Maintains appropriate documentation on procedures, configurations, and equipment inventory.
- Assists in the management and operation of data center(s).
- Assists in the implementation of security policies & procedures, along with investigation and resolution of security incidents, to ensure a stable and secure computing infrastructure.
- Works closely with application developers and/or outside service providers to support operations and implement new technology solutions to meet the organization's needs. Participates in projects as required.

- Performs other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

Qualification:

- Bachelor’s degree in Computer Science or related area.
- Minimum 4 years of experience with responsibilities involving Windows server installation, configuration, administration, maintenance, and support.
- Experience with installation, configuration, and administration of one or more of the Windows technologies: Microsoft Active Directory Domains and Forests, Microsoft Exchange, Microsoft Office 365, Microsoft Identity Lifecycle Management (ILM)/Forefront Identity Manager, Citrix, SQL Server, Microsoft SharePoint, Microsoft ADFS, PHP, MySQL, Oracle Enterprise Server, and/or storage/SAN technologies.
- Good understanding of key network technologies such as DNS, DHCP and networking protocols such as TCP/IP, etc.
- Working knowledge of Microsoft Windows operating systems and Red Hat Enterprise Linux.
- Proven hands on experience with VMware, Hyper-V or other virtualization platform.
- Familiar with one or more programming or scripting languages such as PowerShell.
- Excellent customer service and communication skills. Ability to work with people of various backgrounds and on all levels of technical knowledge.
- Strong organizational, analytical and problem-solving skills.

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

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

Dr. H. MiUndrae Prince
 Assistant Chancellor, Human Capital, Equity and Accountability
 Education Achievement Authority of Michigan
 300 River Place, Suite 3600
 Detroit, Michigan 48227

By E-mail to mprince@eaaofmichigan.org

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