

Position: Senior Systems Administrator

Position Summary: Under the supervision of the Network Services Manager, the Senior Systems Administrator has primary responsibility for the support of the following environments: Windows Active Directory, SAN, Citrix, and VMware.

Responsibilities/Expectations/Accountability/Duties:

- Expectations
 - Focus all actions and decision-making in alignment with the College Vision, Mission and Strategic Plan.
 - Create and support an environment that focuses on value added learning.
 - Demonstrate the College values of commitment, collaboration, trust, respect, excellence, and accountability.
 - Promote excellence through continuous process improvement and the creative pursuit of new ideas, partnerships and systems.
 - Demonstrates commitment to customer service standards.
 - Work collaboratively with colleagues and community partners.
 - Plan, communicate, motivate, measure and lead effectively.
 - Assist in seeking outside resources through grant acquisitions and CVTC Foundation fundraising.
 - Participate in professional development and life-long learning endeavors.
- Accountability
 - Lead projects and manage projects in areas of primary responsibility.
 - Work with CVTC security team to ensure security plan is completed.
 - Design, implement and support solutions involving VMware virtual environment
 - Design, implement and support solutions involving SAN environment
 - Ensure correct application of Windows Policies/Security through Active Directory.
 - Proper application of software and security patching.
 - Anti-virus enterprise solution.
- Responsibility
 - Design, implement and maintain core windows infrastructure and environment.
 - Ensure scalability and redundancy of windows systems.
 - Monitor, analyze, and measure server resources to ensure optimal performance and capacity planning through real time and periodic reporting.
 - Make recommendation for upgrades and /or new server hardware, software, and peripherals.
 - Support storage technology and related tools to manage/control storage environments (SAN/NAS)
 - Lead and manage projects in related areas of expertise
 - Design college policies and procedures around proper server access and security measures.
 - Maintain knowledge on current federal, state and local laws governing network computing.
 - Support backup environment of critical data.
 - Create and maintain a disaster recovery plan.
 - Excellent decision and problem solving skills.
 - Discretion to determine best course of action for outages and helpdesk tasks
 - Limited direction of activities for work-study students and peers
 - Relate successfully with students and staff of diverse cultural, social or educational backgrounds.

Necessary Knowledge, Skills and Abilities:

- Solid knowledge of MS Windows 2003 and all Windows services (DNS, DHCP, Clustering, etc.)
- Experience with Enterprise software packages such as Active Directory; Microsoft Exchange; Backup Software; Anti-Virus Software; Citrix Server, & Server Patch Automation Software.
- VMWARE and VMOTION for server virtualization.
- Participate on appropriate college teams and contribute to accomplishing the goals and objectives of the team(s).
- Excellent interpersonal and communication skills and the ability to interpret and explain information to a variety of persons and groups.

Necessary Knowledge, Skills and Abilities (cont.):

- Ability to work effectively in a team environment as well as the ability to work independently toward department goals.
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds and abilities, community agencies, and the general public.
- Ability to work a flexible schedule and travel to various campuses.
- Employment with CVTC is contingent upon successful completion of background check(s).

Necessary Training and Experience:

- Bachelor's Degree in Computer Science or related field required.
- 7+ years of experience with Windows operating systems.
- Experience in server virtualization preferred.
- MCSE Required.

Position Details

Expected Start Date: As soon as possible

Position Status: Full-time leadership position

Location: This position is located at the Business Education Center, Clairemont Campus in Eau Claire and provides services to all our campuses throughout the eleven county district. Periodic travel anticipated.

Work Hours: Salaried position

Salary: The salary placement for this position is anticipated at \$60,000 - \$72,000. This represents a continuous 48-week contract spread over a 52-week fiscal year (4weeks of scheduled time off annually).

Benefits:

- Health and dental insurance for family members
- Life and long-term disability insurance
- Wisconsin Retirement System
- 403(B) tax deferred annuity program
- 457 deferred compensation plan
- Section 125 flexible spending accounts
- Paid holidays (10 days), personal (4 days) and sick leave
- Four weeks of non-contract time (vacation days) annually

Union Status: non-union

Application Process:**APPLICATION MATERIALS REQUESTED TO BE RECEIVED AS SOON AS POSSIBLE**

(Application materials will continue to be accepted until the position is filled.) A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

www.cvtc.edu/employment

Human Resources
Chippewa Valley Technical College
620 West Clairemont Avenue
Eau Claire, WI 54701-6162
Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

Mission Statement

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

Vision Statement

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.

**CHIPPEWA VALLEY TECHNICAL COLLEGE
FUNCTIONAL REQUIREMENTS FORM**

Applicants – This form is for informational use only. Keep this form for your records. There is nothing to complete on this form and you are not asked to return this form. The purpose of this form is to inform you of the functional requirements of this position.

Position Title: Senior Systems Administrator

I. Physical Requirements (check one level for each requirement that best represents the average weekly workload):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 –66% of the day
 C = (continuously): More than 66% of the day

		N	O	F	C
a.	Sit			X	
b.	Stand			X	
c.	Walk			X	
d.	Kneel (to floor level)		X		
e.	Bend (to knee level)		X		
f.	Reach (above shoulder level)		X		
g.	Climb		X		
h.	Work at a Video Display Terminal			X	
i.	Drive a vehicle		X		

II. Lifting/carrying/moving Requirements (Individual maximum without assistance):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 – 66% of the day
 C = (continuously): More than 66% of the day

		10#	25#	50#	75#	>75#
a.	Floor to knee	F	O	O	O	O
b.	Knee to waist	F	O	O	O	O
c.	Waist to shoulder	F	F	O	O	O
d.	Above shoulder	F	O	O	O	O
e.	Push/Pull	F	O	O	O	O

III. Repetitive Motions (check the level that best represents the average week):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 – 66% of the day
 C = (continuously): More than 66% of the day

		N	O	F	C
a.	Grasping:				
	Right Hand			X	
	Left Hand			X	
	Both Hands			X	
b.	Fine Manipulation				
	Right Hand		X		
	Left Hand		X		
	Both Hands		X		
c.	Floor/Foot Controls:				
	Right Foot	X			
	Left Foot	X			
	Both Feet	X			

IV. Sensory and Other Requirements (please briefly describe the sensory requirements for each item):

<p>Visual (i.e., ability to differentiate colors, view video display terminals, read monitoring equipment, etc.):</p>	<p>Ability to use computers (email) and multi-media equipment (document cameras, DVD, etc.) for use with presentations, instruction, etc.</p>
<p>Hearing (i.e., need to hear spoken word, equipment sounds, alarms, etc.):</p>	<p>Ability to hear spoken word.</p>
<p>Communication/speech (i.e., need to speak specific language, understand written or verbal instructions, need to communicate information or instructions to others, etc.):</p>	<p>Written and verbal communication skills required. Must possess the ability to communicate with customers, staff, and the public and respond to questions.</p>
<p>Smell (i.e., ability to differentiate chemical odors, etc.):</p>	<p>Ability to smell will be helpful regarding safety issues.</p>
<p>Exposure to height/climbing (i.e., need to work on ladders, rooftops, ductwork, etc.):</p>	<p>Not anticipated or required on a regular basis.</p>
<p>Environmental conditions (i.e., exposure to heat, cold, humidity, loud noises, etc.):</p>	<p>Normal exposure to examples listed.</p>
<p>Exposure to airborne agents (i.e., dust, fumes, chemicals, medications, etc.):</p>	<p>Normal exposure to examples listed may be possible.</p>
<p>Exposure to surface/skin irritants (i.e., cleaning chemicals, dust, prolonged glove use, etc.):</p>	<p>Normal exposure to examples listed may be possible. Chemicals may include toner, inks, and other fluids found in office environments.</p>
<p>Cognitive abilities/reasoning (i.e., concentration, memory, ability to focus and prioritize, making judgments, etc.):</p>	<p>Ability to respond to concerns and questions in a timely manner with appropriate responses. Ability to handle multiple tasks and time management skills required. Examples listed also required.</p>
<p>Behavioral (i.e., tolerance for stress, ability to handle hostile situations, focus on tasks, etc.):</p>	<p>Examples listed are required in addition to being able to work effectively in a team environment.</p>