

Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503
Job Posting

Job Title: Systems Administrator
Location: Corporate Services
Department: Information Systems
Reports To: Director of Information Systems
FLSA Status: FT – Exempt 40hrs per week (some weekend/after hours work as needed)

GENERAL DESCRIPTION

The Systems Administrator will provide technical support and assistance with operation of computer hardware, software, peripherals, and telecommunications. This includes assisting users with proper use of software/hardware systems as well as the diagnosis and resolution of operability issues. Responsible for maintaining network/server hardware of campus wide area network.

**Job Description
and
Qualifications:**

RESPONSIBILITIES

- Maintain network servers, including security updates, upgrades
- Develop and implement plan to monitor/improve network functionality
- Provide technical support to employees who experience technical difficulties by defining, analyzing, and correcting the issues.
- Assist IS Management in day-to-day operations of the IS department.
- In conjunction with management, provide training to staff as needed to ensure the proper use of the organization's systems.
- Participate in educational opportunities to further enhance job knowledge.

QUALIFICATIONS/SKILLS REQUIRED

- Bachelor's degree in Computer Science or related field and 3-5 years' experience or equivalent combination of ongoing education, certification, experience, and training.
- Experience working in an educational setting is preferred.
- Working knowledge of SQL server administration, optimization, monitoring, backup, coding, preferred.
- Microsoft Exchange Server administration experience, preferred.
- Working knowledge of website design, web servers and hosting, preferred.
- Excellent verbal and written communication skills as well as the ability to communicate effectively with nontechnical staff.
- Ability to work independently with only minimal oversight.
- Demonstrated ability to perform advanced troubleshooting/diagnosis of computer desktop and networking issues.
- Working knowledge of Microsoft Networking utilizing Active Directory including large scale group policy deployment
- Working knowledge of Microsoft Windows Server administration and enterprise wireless network deployments
- Extensive working knowledge of Microsoft Windows OS and working knowledge of advanced topics relating to Microsoft Office/365.

Apply To: Email (hr@fcccorp.org) OR mail resume, cover letter and references to:
Human Resources
Flint Cultural Center Corporation
601 E. Second St, Flint, MI 48503

Date Posted: 12.26.18 posting will remain active until filled

The Flint Cultural Center Corporation is an Equal Opportunity Employer