

Great Place to Work Institute® – Systems Administrator

Great Place to Work® Institute

Great Place to Work® Institute has been identifying and researching great workplaces for 25 years. Every year since 1998, we have produced the list of Fortune's "100 Best Companies to Work for"® that appears in one of the magazine's best selling annual issues. Based on learning from our work with best companies, Great Place to Work® Institute also provides consulting services that help companies to measure, benchmark, and positively impact employees' experiences in their organization. For more information about the Institute, visit our website: www.greatplacetowork.com

Systems Administrator

Great Place to Work® Institute seeks a System Administrator to manage effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.

Overview of Duties and Responsibilities

- Apply and foster insightful and innovative technology skills within the technology team
- Participate in technical research and development
- to enable continuing innovation within the infrastructure.
- Ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values and policies.
- Oversee the development and implementation of Active Directory policies that govern the Personal Computing environment.
- Assist with Technical Support problems/issues and issues by spotting reoccurring issues and devising a solution to prevent them.
- Work closely with the internal client, examine existing business models and the flows of data in the business.

Detailed Duties and Responsibilities

- Manages all servers in a Active Directory environment, ensuring that each server has maximum uptime
- Troubleshoots problems with networks, web services, mail services and overall aspects of an ASP solution.
- Maintains a broad knowledge of operating systems, programming languages and hardware
- Monitor system logs and activity on all servers and devices
- Monitor storage, processor, and bandwidth capacity, providing on-going trend analysis
- Proactively recommend growth/restructuring options as needed and as part of the formal budgeting process, including recommendations to management on systems upgrades, vendor products, and systems enhancements
- Ensure systems administration designs, practices and procedures reflect company Security and IT policies
- May lead or guide the work of other staff engaged in similar functions
- Ensures complete and accurate documentation of network, servers, and procedures
- Attend and actively participate in weekly meetings
- Coordinate with development team to schedule releases of software updates
- Other duties as assigned
- Work cooperatively to support and foster a great workplace within team and at the Institute
- Willingness and ability to foster creative solutions and team brainstorming
- Demonstrate effective oral and written communication with all levels of the organization
- Demonstrate and support effective teamwork

Qualifications

- BS or equivalent level experience, BS/MS preferred.
- 2-3 years minimum prior experience in Systems Administration
- Ability and desire to learn new skills quickly
- Ability to maintain confidentiality with sensitive information
- Effective written and oral communication skills with all organizational levels
- Required technical knowledge:
 - TCP/IP stacks and their functionality

- Advanced troubleshooting of Windows Server 2000/2003
- Advanced knowledge of Internet Information Services 5.x and 6.0
- Knowledge and troubleshooting of Exchange Server
- Advanced knowledge and troubleshooting of MS SQL Server 2000
- Minimum knowledge and troubleshooting of Visual Basic Script
- Working knowledge of web application security, understanding of vulnerabilities and countermeasures
- Linux/RedHat/Debian experience a plus

Please forward resume and cover letter (stating salary expectations) to itjobs@greatplacetowork.com. Resumes without cover letters and salary expectations will not be considered.

No phone calls, please.

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