

Job Title: Junior System/ Network Administrator

Status: Full Time

Bethany Press International, working with Bethany International, seeks a System/Network Administrator for its Bloomington campus. Primary responsibilities include configuring and maintaining servers, network equipment, VOIP phone system, and other technologies. Experience with VMware vSphere, Exchange 2010 and MS Server 2008 R2 required. Must be a strong self-starter with an intense service focus, and stay organized with competing priorities. An ability to adapt and master new technologies is essential. 1-3 years' experience with diverse systems administration preferred.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

- Provide administrative support and maintenance of Microsoft Active Directory environment.
- Provide administrative support and maintenance of Microsoft Exchange 2010 environment.
- Maintain disk, tape and cloud backup systems.
- Experience maintaining a Voice over IP (VoIP) phone system.
- Install and configure network switches, VPN host, and firewall technologies.
- Perform security administration functions, including creating user profiles and accounts.
- Monitor and manage various server hardware resources, including CPU usage, disk usage, and response times with an emphasis on identifying trends in order to maintain maximum operating efficiency.
- Create and upkeep system documentation.
- Assist with end user support: Desktop/Laptop hardware and software troubleshooting, Handheld/Smartphone troubleshooting and management, and Moves, Adds and Changes.
- 24x7 on-call may be required.
- Ticket system tracking and reporting.
- Assists in maintaining campus-wide hardware and software inventory.
- Provides off-hours support for information systems emergencies.
- Participates in and promotes a positive, supportive, cooperative team environment.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job.

Education/Experience:

- Associate's degree (AA) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- 2 years + experience with Microsoft Active Directory and Exchange
- 2 years + experience in Windows 2003/2008 Server OS
- Strong networking background in order to carry out assigned administrative tasks (HP ProCurve and SonicWall experience a plus)
- Experience administering DNS and WINS
- BakBone Netvault disk and tape backup and restore management
- VMware ESX/ESXi 4 administration

Certificates and Licenses:

- Certifications such as MCSE, MCSA, MCITP and CCNA are highly desired

Computer Skills: Recommended

- VMware ESX and ESXi
- Microsoft Windows 2008R2 and Microsoft Exchange 2010

Language Ability:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Must be comfortable communicating in person, via telephone, and via computer with a wide variety of persons, both internal and external.
- Strong customer service skills and a willingness to exceed customer expectations.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to identify possible causes of technical problems based upon limited data provided by non-technical staff.

Other requirements:

- Well organized and detail oriented
- Posses the ability to communicate in a positive, effective manner both in verbal and written communication.
- This position requires 40+ hours per week
- Must be able to respond to system issues and remote support calls 7x24x365
- Able to work weekends and nights when needed.
- Be self-motivated, self-managed requiring little supervision to do the daily activities of this position and disciplined in the performance of the duties, in communication and in attitude.
- Be a “creator”, making the workplace better by improving how work is executed and by positively influencing the morale of those with whom they work.

Please e-mail or FAX resume, cover letter and salary requirements to:
Bethany Press, Attn: HR fax 952-829-2750 or email HR@bethanypress.com