



The **Saint James School of Medicine** is looking to recruit a **Campus IT Administrator**. Interested persons are asked to email their application and resume, addressed to the Campus Manager at [njackson@mail.sjasm.org](mailto:njackson@mail.sjasm.org) by 15<sup>th</sup> March 2022

Only suitable persons will be contacted for an interview.

## SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES

### JOB DUTIES INCLUDE BUT NOT LIMITED TO:

1. Maintain computers, networks and IT Infrastructure.
2. Troubleshoot and resolve complex hardware and software issues on current systems.
3. Troubleshoot and resolve problems on proprietary computer applications.
4. Evaluate existing computer and IT systems and perform system upgrades and/or recommend solutions based on end user requirements.
5. Provide general and in-depth technical guidance, assistance, and support to end users, as requested.
6. Perform routine, day-to-day hardware and software maintenance, including printers.
7. Maintain and manage current CRM and LMS, such as Moodle.
8. Maintain websites using WordPress platform.
9. Manage workstation computers and group policies in active directory
10. Manage Windows 10 OS and Server 2019 virtual servers using VMware.
11. Any other tasks assigned by the Manager and Deans.

### REQUIRED SKILLS

To perform this job successfully, an individual must have:

1. A strong understanding of technology and computer networking
2. Windows Server Active Directory experience
3. Strong understanding of maintaining and creating virtual servers using VMware
4. WordPress Experience
5. Google Apps Experience
6. Experience with Cloud Phone systems, Vonage is preferred
7. Experience with cloud managed antivirus solutions such as BitDefender would be preferred.
8. Should be able to demonstrate multitasking skills and ability to take on multiple projects simultaneously
9. Have great communication skills
10. Must be able to manage others from remote locations
11. Ability to work well with minimal supervision
12. Communicate with vendors to troubleshooting hardware and software



### **EDUCATION and/or EXPERIENCE**

B.S. Degree in Computer Science or related field and at least 3 years of experience that is directly related to the duties and responsibilities specified.

A higher degree from an accredited institution may be substituted for up to two years of experience.

### **LANGUAGE SKILLS**

1. Ability to read and comprehend instructions
2. Ability to communicate effectively, both orally and in writing.
3. Ability to effectively present technical information in laymen terms
4. In addition must have the ability to communicate to students as a school official

### **OTHER SKILLS**

1. Network experience utilizing Cisco Meraki for firewall administration, WAP configuration and, managing switches.
2. Network hardware and software troubleshooting skills
3. Virtual Machine experience
4. DNS Management
5. Experience with Site to Site and client VPN
6. Windows 10/11 OS management
7. Microsoft Office 365 management
8. Windows Server 2019 Active Directory and group policy experience
9. HTML, PHP, MySQL knowledge is preferred
10. Cat 5/6 cable management skills
11. Security NVR administration and management experience
12. Experience working with projects remotely