

IT Systems Administrator

Northern Seminary is seeking applications for the **IT Systems Administrator** position. This is a full-time, professional exempt position reporting directly to the Director of Information Technology at the Seminary. The IT Systems Administrator is responsible for maintaining the systems and infrastructure required to advance IT operations at Northern Seminary. This individual participates in technical research and development to enable innovation within the IT systems. The IT Systems Administrator also ensures that all hardware, software, and network components are functioning properly.

This individual will often work on projects in teams, including non-technical team members, to enhance and improve the technical infrastructure at Northern Seminary. This will include projects such as business process automation, system changes for enhanced efficiency, and other projects that focus on system integration.

Northern Seminary's work environment is highly dynamic. Teamwork, communication, innovative thinking, and the ability to work in a changing environment will be required for success in this position. As the institution changes, so will the requirements of this position.

Job Duties:

- Technical support and design of IT-related solutions for various projects and operational needs.
- Install and configure network equipment, physical servers, virtual servers, desktops, and public facing internet kiosks.
- Automate institutional business processes with the aid of 3rd party tools, contracted specialists, and PowerShell scripting.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups or automation scripts.
- Apply OS patches and program upgrades on a regular basis
- Investigate problems and troubleshoot issues that are reported by users to the helpdesk.

Job Specification:

- Bachelor's degree with a technical major is preferred
- At least three years in IT support, server and network management
- Must have the ability to manage multiple tasks efficiently
- Must have positive attitude and ability to work well with all levels of personnel

Equal Opportunity Employer/ Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates that are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary.

Applicants should email a cover letter and a resume to Christie Linsner at clinsner@seminary.edu. Please see our website for additional information about the Seminary at www.seminary.edu.