Systems Administrator

Recruitment #: S2342 [Internal Opening]
Review Date: Immediate review | Closing on 6/21/23
Department: University Computing Services
Salary Rate: $4,332 - $8,038 monthly [Salary Steps]

Position Summary:
The Systems Administrator job/position will support Windows AD, SCCM, and Azure AD. This position will also provide Unix and Windows support including scripting. This position will also provide support for the Unified Communication systems. This position is crucial in the smooth operation of campus computing. There may be times where this position is asked to work overtime, and is required to work on both short- and long-term projects in both a group setting as well as work alone. This position will be working directly with the campus community, and will represent the department in external meetings. At times this position may come into contact with irate members of the campus community, faculty, staff and students.

This position is located in the Western Oregon University, University Computing Solutions office. The University Computing Solutions office is responsible for systems, desktop support, classroom multimedia support, networking, unified communications, programming, video productions services, institutional research and technical support for the institution. The office has 22 employees, excluding students and temporary hires.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:
- This classification requires a basic foundation of knowledge in operating systems, user support, systems administration, and networking.
- One (1) year of experience in systems administration, network administration, or operating systems administration as well as equivalent technical training and/or experience may substitute for a bachelor's degree.
- Experience providing user support
- Experience troubleshooting and installing computer hardware
- Demonstrated experience working with and/or communicating with users & campus departments

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Individuals are encouraged to apply even if they do not meet every one of the preferred qualifications as listed. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. We are most interested in finding the best person to fulfill this role, and that candidate may be someone with transferable skills and experience.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.
Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp
1. WOU Employment Application form available here - classified
2. Cover Letter that addresses your qualifications for the position.
3. Resume

Additional Application information:
Contact information for three professional references will be requested from finalists.

Background/Education Check:
A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:
Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. http://www.wou.edu/hr/benefits/

Equal Employment Opportunity:
Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:
Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Veterans Preference
Applicants are eligible to use Veterans’ Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans’ Preference qualifications, visit http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates’ inquiries via phone or email.