

VIRGINIA UNION UNIVERSITY
Department of Information Technology

Vacancy Announcement

Virginia Union University's Department of Information Technology is seeking a System Administrator who will be responsible for maintaining the University's server computing environment by identifying system requirements; installing upgrades; and monitoring system performance.

Essential Functions and Responsibilities:

Server management is a primary responsibility. Duties will include installing, supporting, and maintaining a Windows Server environment. Planning for and responding to service outages and other problems. Analyzing logs and identifying potential issues. Perform routine audits of systems and software. Perform backup using Microsoft Data Protection Manager Symantec's Backup Exec and Veeam Backup and replication, Applying operating system updates, patches, and configuration changes. Installing and configuring new hardware and software, Adding, removing, or updating user account information, resetting passwords, etc. troubleshooting reported problems. Ensuring that the network infrastructure is up and running. General IT functions including end user helpdesk support for the laptops and desktop computers throughout the University. And all other assigned duties.

Qualifications:

Bachelor's degree in the field of Computer Science, Electronics Engineering, or other relevant field of study and a minimum three (3) years relevant experience supporting a network infrastructure. A technical certification from Microsoft, Cisco, CompTIA (MCSA, CCNA, Net+, etc.) is helpful. The candidate should possess excellent interpersonal skills and the ability to establish effective work relationships, the ability to communicate, plan and organize effectively, and knowledge of the following computer operating systems: Windows XP/7/8, Windows Server 2008, R2/2012.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and ethnic communities and compliance with the Americans with Disabilities Act. It is expected that successful candidates share in this commitment. Persons who need reasonable accommodations under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at (804) 257-5841

Application Process:

Review of candidate materials will begin immediately and continue until the position is filled. For qualified applicants, the application packet should contain a letter of interest, resume and three current reference letters, including contact information. Mail completed package to the following address: Virginia Union University, Office of Human Resources, 1500 North Lombardy St., Richmond, VA 23220. Resumes and applications may also be e-mailed to Resumes@vuu.edu.