



Organization: Virginia Union University (VUU)

VUU, founded in 1865, is one of the oldest historically black colleges in America, and is a premier liberal arts institution located in Richmond, Virginia. The University is accredited by the Southern Association of Colleges and Schools and provides a nurturing, intellectually challenging and spiritually enriching environment as it develops scholars, leaders, and lifelong learners. Virginia Union University has a student body of approximately 1700 undergraduate and graduate students (in the School of Theology).

Organizational Contact: Ms. Deborah Jones, HR Director

Position Title: System Administrator

Position Type: Full-time

Job Description: The 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. Server management is a primary responsibility. Duties will include installing, supporting, and maintaining a Windows Server environment; planning and responding to service outages and other problems; analyzing logs and identifying potential issues; performing routine audits of systems and software; performing 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; providing helpdesk support for the laptops and desktop computers throughout the University; and all other assigned duties.

Requirement/Qualifications: This position requires a 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.

Salary: Commensurate with Education and Experience

How to Apply: For qualified applicants, the application packet should contain a cover letter, resume, and a list of three professional references along with contact information. Submit complete packet electronically to Resumes@vuu.edu

Persons who need reasonable accommodation under the Americans with Disabilities Act to participate in the application process should contact the Office of Human Resources at 804-257-5841.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.