

**Position Announcement**

**November 2017**

**Position:** Information System Administrator

**Status:** Fulltime  **Application Deadline:** November 30, 2017

**Job Responsibilities:**

The Information System Administrator is responsible for planning, organizing, directing the overall administration of computer network and communications systems. The selected candidate will maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. The selected candidate will follow rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the College. This position may require travel within the college’s service area and other travel as needed

**Projected Work Hours/Location:**

This position will be assigned to work between the College’s business hours of 7:45 a.m. to 7:00 p.m. Monday through Thursday and 7:45 a.m. to 3:30 Friday, based upon customer and IT department needs. Additional hours or a flexible schedule to include evening and weekend hours will be required as needed. Position will be located at the College’s Macon or Warner Robins campus, to be determined, with travel within the College’s service area and additional travel as needed.

**Major responsibilities include, but are not limited to the following:**

* Manages LAN servers, network, and communication equipment;
* Maintains Data Center infrastructure to ensure high availability of services;
* Administers the email system; recommends policies and procedures; implements system for college employees and students;
* Administers telecommunications for all campuses, to include ordering of lines, changes, and adoption of new technologies;
* Administers the college network; establishes proper levels of security and access to shared network resources;
* Plans and implements network security, including configuration of firewalls, the application of cryptography to network applications, managing host security, and adding and deleting users;
* Maintains accurate inventory of communications and network components such as switches, servers, telephones and mobile devices;
* Stays informed of upcoming needs regarding communications and shared network resources; provides pertinent information about the options to assist with making appropriate decisions;
* Tests network components/applications to ensure that users can access applications on networks;
* Sets standards for all communications and network equipment and systems purchases;
* Coordinates and performs cabling installations as necessary to facilitate network infrastructure changes, additions, or enhancements;
* Serves as the lead support services technician regarding communications and network issues; ensures a satisfactory level of support.

**Job Competencies:**

* Knowledge of instructional technology and the application of technology in an academic environment
* Knowledge of network infrastructure, email systems, database systems, and server operating systems
* Knowledge of information security practices and technology
* Knowledge of the acquisition and deployment of computer software applications and technology hardware
* Skill in the operation of computers and job related software programs
* Decision making and problem solving skills
* Skill in interpersonal relations and in dealing with the public
* Oral and written communication skills

**Minimum Qualifications:**

* Baccalaureate degree in computer science technology or a closely related from an accredited institution **AND** Three (3) years of work experience in design, configuration, and planning of local and/or wide networks
  + *Note: Experience may substitute for education on a year-for-year basis.*

**Salary / Benefits:**

Annual gross salary range of low to mid $40’s based on candidate’s highest qualifying degree or work related experience. This is a fulltime position, working 12 months per year, and is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |
| Department of Driver Services Screening |  |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:lhampton@centralgatech.edu)

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.