



## **System Administrator II**

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Join UNAVCO as a System Administrator, collaborate with our SA Team, and tackle some key projects over the next several months. UNAVCO has a new opportunity for an experienced System Administrator, someone who has knowledge of and experience working with some combination of the following:

- Linux/CentOS •Solaris •VMWare
- EMC Networker •Storage Area Networks •TCP/IP Networks
- Datacenter Maintenance •LDAP/Active Directory •Jira/Confluence
- Windows/Mac

Our long-term success depends on development of a forward-looking, diversified workforce that draws on and cultivates talent across the demographic spectrum of gender and ethnicity, across international boundaries, and across scientific disciplines.

Learn about UNAVCO on YouTube at: <https://www.youtube.com/watch?v=yxLMk120vMU>

UNAVCO is an Equal Employment Opportunity and Affirmative Action Employer  
Male/Female/Disabled/Veteran

### **Position Overview**

This position is regular fulltime through September 30, 2014  
Salary Range: \$54,400 - \$81,600

UNAVCO offers a very competitive total compensation package including Medical, Dental, Vision, Life, STD, LTD, Supplemental Benefits, 4-weeks PTO, Retirement with a 10% employer contribution, RTD EcoPass, and onsite Fitness Center to name a few.

The System Administrator II will work closely with the Systems Administration and Software Engineering teams to tackle several key projects over the next eight months.

### **Experience, Skills and Knowledge, Position-specific**

The candidate preferably has experience in all of these areas:

- Linux/CentOS
  - Solaris with zfs filesystems
  - VMWare 5.0
  - EMC Networker or similar enterprise backup solutions
  - Storage Area Networks with Cisco SAN switches
  - TCP/IP Networks, VPNs, Cisco switches, routers and firewalls
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**Education**

- Bachelor's degree in computer science, with an emphasis on computing systems administration, or in another related field and three years of relevant systems administration experience, preferably in a scientific/technical organization, or an equivalent combination of education, training, and experience.

**How to Apply**

Visit our website at [www.unavco.org](http://www.unavco.org) for more information about geodesy and our work. If you are interested in joining our team apply online at [www.unavco.org/careers](http://www.unavco.org/careers). Please submit a Letter of Interest, Resume and 3 Professional References with your application. Please no calls from agencies or recruiters. The deadline for applications is Friday, February 21, 2014 at 5:00 p.m. Mountain Time.

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**Position Description**

**Purpose**

This position is responsible for operating and maintaining IT capabilities, including networks, server and computer hardware and software/services, and helps to ensure cost-effective support of systems in use by UNAVCO employees.

**Essential Responsibilities**

- Provide systems administration work including infrastructure application, storage, network, and backup management as well as implementation of new technologies.
- Work as part of an SA team to support application and service management including deployment, maintenance, and retirement.
- Organize, diagram, and document our datacenter.
- Participate in active monitoring of IT security throughout the organization and make recommendations for improvements to systems.
- Actively monitor systems and networks to ensure data security and integrity and participate in support coverage during off-hours.
- Stay abreast of trends in pertinent computing-related areas to support planning and systems optimization.
- This position may require travel or response to external events outside established working hours.
- Other duties may be assigned as necessary for the successful operation of the business.

**Working Relationships**

**Internal**

- Receive guidance on IT priorities from Technical Lead. Report results on achievements in the areas of staff support and project status to Technical Lead. Reach out to other system administrators when needed. Provide helpdesk support to UNAVCO staff.

**External**

- Work with various IT suppliers for staying current on hardware and procurement tasks.

**Supervision**

- Report to the System Administrator, Technical Lead. This position does not supervise others.

**Job Qualifications**

**UNAVCO Core Competencies**

- Accountability and Responsibility
- Relationship Building
- Skilled Problem Solver

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- Customer Focus
- Strategic Thinking
- Builds Talent
- Business Acumen

**Education and Work Experience**

- Bachelor's degree in computer science, with an emphasis on computing systems administration, or in another related field and three years of relevant systems administration experience, preferably in a scientific/technical organization, or an equivalent combination of education, training, and experience.

**Working Conditions**

**Physical Work Demands**

- Able to sit and/or stand to work at a computer for extended periods of time.
- Able to move about a typical office environment on a daily basis.
- Able to lift and move up to 50 pounds occasionally.
- Regular and on-time attendance; hours may exceed 40 hours per week.
- Occasional travel by conventional means including aircraft, motor vehicle and the like.

**Mental Work Demands**

- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules for self.
- Ability to compute, analyze and interpret data.
- Ability to make decisions which have minimal impact on the function and UNAVCO.

**Note:** To perform this position successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed above are representative of knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this position.

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