

Computer Systems Administrator Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=150739>

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Posted Dec. 8, 2020, expired Apr. 9, 2021

Job Title	Computer Systems Administrator
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Dec. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/computer-systems-administrator

Apply By Email

Job Description

Computer Systems Administrator

Posting Date: December 7, 2020

Posting End Date: February 7, 2021

Position: Computer Systems Administrator

Location: College of Business and Information Science

Status: Full Time; Exempt

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Special Qualifications

In keeping with the President's commitment to Tuskegee University seeking "Excellence in Every Way," the ideal Computer Systems Administrator will possess the willingness to use their expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

Essential Duties and Responsibilities

Maintain, troubleshoot and administer multiple operating systems for the College based on request and requirements

Install software and hardware accessories

Manage labs and supervise work-study students in labs

Administer, install and maintain networks within the College

Plan and schedule networking projects with the College based on their request

Consult with the College on selecting, evaluating and recommending the appropriate network hardware and software

Troubleshoot systems servers

Setup and maintain IoT Networks and IoT servers

Responsible for Linux administration and the Digital Display system administration

Maintain Ricoh printer

Perform all other duties as assigned

Qualifications

Bachelor's Degree in Computer Science or related field

Eight to ten years' experience working with networking using multiprotocol and multiple operating systems

Must have excellent communication skills, both written and oral

Must be able to prioritize and multitask efficiently with little oversight

Salary

Commensurate with education, training and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all



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current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources
Attn: Employment/Recruitment
1200 West Montgomery Road
101 Kresge Center
Tuskegee University
Tuskegee, Alabama 36088
Email Address: employment@tuskegee.edu Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact