

Server Administrator Specialist  
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245709>

Downloaded On: Sep. 27, 2024 1:20am

Posted Sep. 25, 2024, set to expire Oct. 21, 2024

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|-----------------------------|---|
| <b>Job Title</b>            | Server Administrator Specialist                                       |
| <b>Department</b>           |   |
| <b>Institution</b>          | Truckee Meadows Community College<br>Reno, Nevada                     |
| <b>Date Posted</b>          | Sep. 25, 2024   |
| <b>Application Deadline</b> | 10/21/2024  |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Information Technology  |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5663513">https://apptrkr.com/5663513</a> |
| <b>Apply By Email</b>       |   |
| <b>Job Description</b>      |   |

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**Server Administrator Specialist**

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or [humanresources@tmcc.edu](mailto:humanresources@tmcc.edu).

**Job Description**

The Server Administration Specialist provides day-to-day operational management for the college's server farm and virtual environment. Key responsibilities include analyzing, designing, installing,

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testing, maintaining, and troubleshooting server hardware, server-based software, domain directory services, storage area networks, enterprise multifunction printers, and more. Additional duties are primarily focused on reviewing third-party products for potential integration and implementing Single Sign-On (SSO) services and providing connectivity to required resources during these integrations.

### **Minimum Qualifications:**

- Bachelor's degree plus one (1) year of related work experience **OR**
- Associate's degree plus three (3) years of related work experience.
- Experience with a variety of server software and hardware.

### **Preferred Qualifications:**

- Previous experience working in higher education institutions or similar public sector roles.
- Experience with VMware or virtual environments.
- Experience working on domain services such as Active Directory, DHCP and DNS.
- Creating and deploying Group Policy objects.
- Managing websites and certificates.

### **Responsibilities:**

- Server Computers, Storage Area Networks, Network Load Balancers, Enterprise Multifunction Printers.
- Server Operating Systems, VMware Hyper-Visor, Active Directory, Internet Servers (web, ftp), Domain Name System, Dynamic Host Configuration Protocol, Storage Management, File Management, Print Management, Monitoring and Notification, Backup Management, JIRA Ticket Management, OKTA, E-mail, Fax, and all other software installed on server computers.
- Working knowledge of current Windows Server editions, VMware ESX and vSphere services, and Linux server administration.
- Understanding of networks, computers, and computer peripheral technologies.
- Skills in the installation, operation, and maintenance support for servers and other enterprise-class hardware, including Active Directory, DNS, DHCP, backup systems, and SAN systems.
- Ability to troubleshoot server, database, and network performance problems.
- Capability to analyze, diagnose, and solve complex technical problems in collaboration with technical staff.

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- Competence in testing and evaluating hardware and software, as well as training users on hardware and software features.
- Ability to make sound and independent decisions, manage multiple projects simultaneously, and perform well under pressure.

### **Teamwork and Cultural Fit:**

- Teamwork and a strong commitment to the college's mission are essential for this position. The successful candidate will work closely with internal technical staff, students, and faculty to provide high-quality service and resolve issues efficiently.

### **Salary and Benefits Information:**

**Salary:** \$58,415 - \$73,019 initial salary placement will be dependent on education level and years of experience.

### **Perks of Working at TMCC**

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

**Exempt**

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Yes

**Full-Time Equivalent**

100.0%

**Required Attachment(s)**

**Posting Close Date**

10/21/2024

**Note to Applicant**

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

**To apply, visit [https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Server-Administrator-Specialist\\_R0144649](https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Server-Administrator-Specialist_R0144649)**

*Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.*

*A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra*

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*Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to [www.tmcc.edu](http://www.tmcc.edu) or view our virtual tour at [tour.tmcc.edu](http://tour.tmcc.edu).*

*The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.*

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### Contact Information

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

### Contact

N/A

Truckee Meadows Community College

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