

**Systems Administrator  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=254797>

Downloaded On: Apr. 1, 2025 9:17pm

Posted Mar. 24, 2025, set to expire Apr. 15, 2025

<b>Job Title</b>	Systems Administrator
<b>Department</b>	Information Technology
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Mar. 24, 2025
<b>Application Deadline</b>	04/15/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Information Technology
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6095970">https://apptrkr.com/6095970</a>

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**Job Description**

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**Systems Administrator**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2025-01977

**Closing:** 4/15/2025 11:59 PM Pacific

**Location:** Aptos/Watsonville, CA

**Department:**

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Information Technology

### Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12 months per year Systems Administrator** position designs, deploys, secures, integrates, tests, monitors and manages the District's physical and virtual server infrastructure and operating that support the District's enterprise-wide network and telecommunication infrastructure; performs day-to-day systems administration tasks and works closely with Network Administrators and the Web Systems Administrator to ensure optimal system speed, security, performance and reliability; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Using enterprise-scale technologies, architects, designs, deploys, monitors, manages and troubleshoots complex, highly available enterprise-wide systems including mail, document imaging, web services, capacity planning and storage systems; ensures the infrastructure is robust, scalable

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and efficient.

- Designs, monitors, maintains, upgrades and allocates physical and virtual servers and associated management appliances or systems; obtains vendor quotes for equipment and support as needed; upgrades or replaces operating systems on existing resources; upgrades server/management firm-ware; upgrades physical resources and allocates virtual resources as needed.
- Manages and monitors email systems following policies and procedures to prevent mail loss; safe-guards mail sender reputation and ensures business continuity; manages and troubleshoots archival systems to comply with legal requirements; analyzes statistics and identifies trends to determine growth needs.
- Develops, implements and maintains the District's Active Directory infrastructure; ensures business continuity; analyzes and interprets data and statistics to identify trends, potential issues and capacity loads and growth requirements; identifies, defines and mitigates vulnerabilities; develops and employs mechanisms to identify system compromises.
- Performs identify management and account authentication functions for active directories, network, email and secondary systems; creates user accounts and assigns correct security permissions; creates email accounts and distribution groups; creates and modifies secondary system profiles; removes or disables accounts as needed; addresses compromised accounts by educating staff and users.
- With other IT infrastructure staff, monitors system alerts, messages, events, abnormal conditions and activities that may impact performance or security; researches, troubleshoots and works with other staff, manager and vendors to resolve system errors, failures and other hardware and software issues.
- Researches, troubleshoots and resolves complex and ambiguous problems, often involving a combination of hardware, operating system, internally developed and vendor application software and database structure configuration, resource conflicts and/or interoperating problems; installs and tests operating system patches, releases, upgrades and fixes; replaces failed components and engages outside support for firmware upgrades and system replacements as required.
- Assesses system capacity issues, evaluates software and other alternatives and recommends system upgrades or replacements; deploys, monitors, maintains and upgrades data storage devices; assists in developing policies and procedures to efficient storage utilization to meet District needs.
- Manages disaster recovery solutions for mission-critical, enterprise-wide applications and core infrastructure services; monitors and maintains replication and backup systems; ensures all data is properly backed-up to a secondary location following established procedures; restores backed-up data as required.

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- Deploys, maintains, upgrades and removes software applications as required; codes script to automate, reprogram or modify existing or new programs; patches security vulnerabilities and adds/removes access; troubleshoots and modifies functionality, ensuring database integrity and availability.
- Participates in the control of access to District resources through virtual and physical security; main-tains various firewall/access lists; uses approval processes to change existing or create new rules; creates security groups for file access.
- Provides on-call support for production servers, network systems and computing infrastructure as assigned.
- Leads and participates in various infrastructure-related projects.

### OTHER DUTIES

- Maintains up-to-date technical knowledge in order to carry out assigned responsibilities effectively.
- Attends various meetings and serves on committees as required.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

### Minimum Qualifications

#### EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- A bachelor's degree from an accredited college or university in management information systems, information technology, computer science or a closely related field, **AND** at least three (3) years of enterprise server infrastructure administration experience, including configuring, implementing and testing releases, upgrades or changes to operating systems, servers and related software **OR**
- An equivalent combination of training and experience.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Operating system architectures, characteristics, components and commands applicable to enterprise information systems and multiple platform operating systems.
- Enterprise physical and virtual data center infrastructure.
- Data storage technology principles, practices, hardware, components and software including cloud and virtual technologies.
- Network architectures and theory and principles of network design and integration.
- Principles, practices and methods of systems/network administration and maintenance, including configuration, performance tuning and diagnostic tools.
- Principles and practices of disaster recovery including virtual and physical enterprise backup solutions.
- Smart classroom and computer lab design and support.
- Database management systems and software, including architectures, diagnostic tools, commands and utilities.
- Tools and utilities used in monitoring and tuning system, database and application performance.
- Systems integration design concepts and practices.
- Systems security and capacity planning principles, methods and practices.
- Programming and scripting languages and utilities applicable to assigned responsibilities.
- Principles, practices, methods and techniques of project management as they apply to information technology projects.
- Applicable public and private information-related rules and regulations and standards.

#### **Skills and Abilities to:**

- Perform complex systems administration in a physical and virtual multi-platform and operating systems environment independently and with a high degree of understanding of interoperating and integration issues.
- Develop conceptual frameworks and apply state-of-the-art technology to the design and management of operating system and network infrastructures.
- Configure and verify high availability and virtualization on security appliances
- Integrate storage with virtual technologies.
- Manage multiple layered mail systems.
- Analyze and interpret data and statistics to identify trends, performance, usage and growth potential.

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- Add, delete, manage and modify subscriber accounts.
- Establish and maintain project schedules and balance responsibilities for multiple activities to ensure timely, high-quality results.
- Perform advanced systems troubleshooting and tuning to resolve complex systems management, communication and interoperating problems.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

### Additional Information

**Starting Salary Range: \$7,638 to \$8,842 per month;** plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. **Full-time (40 hours per week) assignment, 12 months per year.**

**Monday through Friday, 8:00 a.m. - 5:00 p.m. at the Aptos or Watsonville Campus as assigned with an option for remote work, with evenings and weekends as required.**

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

**Benefits:** Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefits link](#) on the HR webpage for more information.

### Application Process:

1. Complete the application and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met

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2. Attach resume
3. (Encouraged but not required) Attach unofficial transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and by accessing your [application profile](#).

### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### EEO Statement

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Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4866276/systems-administrator>

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### **Contact Information**

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

### **Contact**

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