

**Senior Systems Administrator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258038>

Downloaded On: Jun. 9, 2025 4:34pm

Posted Jun. 9, 2025, set to expire Jun. 29, 2025

Job Title Senior Systems Administrator
Department Information Technology
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jun. 9, 2025

Application Deadline 06/29/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Information Technology

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Job Description

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Senior Systems Administrator

Position Number: B1200PD

Starting Wage/Salary: \$80,000 - 90,000 plus exceptional benefits

Close Date: 06/29/2025

Primary Purpose:

You'll Love This Job If

You enjoy solving complex technical puzzles and want your work to make a meaningful impact on how people teach and learn. You know what its like to wear a lot of hats-and you like it. You're someone

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who can keep systems secure and running smoothly while helping others navigate the tech they depend on.

We're looking for a Senior Systems Administrator who can take ownership of our instructional and departmental software infrastructure. That includes managing software deployments (think: PDQ and SCCM), license servers, desktop imaging, patching, and server upkeep. You will be a member of our Enterprise Systems team, supporting our network of workstations, servers, enterprise software and data center infrastructure.

This isn't a "single-task" role—you'll help shape processes, improve support systems, and ensure our students, faculty, and staff can rely on the tech they need every day.

Essential Duties and Responsibilities:
What You'll Do Most Days

Own our software deployment and imaging process.

You'll lead the way on desktop imaging and patch management using SCCM, PDQ, and related tools. You'll also handle license server maintenance and instructional software setup.

- **Keep workstations and systems healthy.**

From classroom computers to office devices, you'll ensure systems are secure, patched, and up to date. You'll also gather feedback from departments and improve the imaging process accordingly.

- **Manage systems and infrastructure.**

You'll administer both virtual and physical servers, cloud and local storage systems, and backup processes. Tools in your toolbox might include Active Directory, Group Policy, Microsoft 365, and Exchange.

- **Collaborate and support.**

You'll be a go-to for teams across the College when tech issues arise—whether it's a system outage, software question, or security concern. You'll manage helpdesk tickets, troubleshoot issues, and share what you know with the team.

- **Track, document, and improve.**

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You'll help us spot trends, identify recurring issues, and improve both systems and service. This includes developing documentation, managing software licenses, and contributing to disaster recovery planning.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Proficiency in server and workstation administration technologies, including current supported MS Windows Server operating systems.
- Must be able to monitor, identify, and resolve system/network outages, where responsible; determine, locate and correct hardware/software problems; document and prevent recurrence.
- Experience and skills in server, workstation and security best practices and documentation, including but not limited to: system /application patches, update management, and alert response.
- Requires strong analytical, project execution, and problem-solving skills.
- Must be able to effectively communicate and share information.
- Must be a strong team player. Self-directed and self-motivated. Positive attitude.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

Minimum Requirements:

Education:

Associates Degree in a technology-related discipline or equivalent work experience.

Experience:

Four years of direct, hands-on experience in workstation and server administration, infrastructure systems and/or related technology support demonstrating any combination of the following: 1) Active Directory; 2) Microsoft Exchange (server and/or O365); 3) Microsoft SQL Server or Powershell; and 4) Software imaging and deployments.

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Preferred Qualifications:

Education:

Bachelors degree in a technology-related discipline.

Experience:

Experience in any of the following:

- a. vCenter and VMware
- b. Backup applications, including Commvault or Veeam
- c. Microsoft 365 administration and security
- d. SCCM and/or PDQ
- e. AWS or OCI administration

Certifications:

The college supports and encourages certifications in essential functions of the position such as Microsoft or VMWare certifications. Ongoing training in the position duties and requirements is expected.

To apply, visit <https://jobs.cocc.edu/postings/11331>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

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In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Information Technology
Central Oregon Community College

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