Server Administrator
Quinsigamond Community College

Job Title	Server Administrator
Department	Network Infrastructure
Institution	Quinsigamond Community College
	Worcester, Massachusetts
Date Posted	Oct. 1, 2025
Application Deadline	10/12/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Information Technology
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Job Description	

Server Administrator

Category: Other
Department:
Locations: Worcester, MA
Posted:
Closes: 10/12/2025
Type:
Position ID: 193114

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General Statement

The Server Administrator is tasked with on-premise data center hardware installation and maintenance, including the setup of new servers, the enhancement of existing hardware to maintain optimal performance, and maintaining a server lifecycle retire/acquire process. The Server Administrator is also tasked with managing the host servers, hypervisor, and VM instances for server virtualization. Responsibilities extend to managing cloud platforms by configuring and maintaining cloud computing, storage, and services in environments such as AWS and/or Azure. The Server Administrator will also assist with server backups and the operation and maintenance of the SAN environment. Operating system maintenance encompasses applying security patches, updating software versions, and troubleshooting issues, thereby ensuring the smooth operation of the College's server population. The administrator should utilize centralized management tools to monitor and enhance the efficiency of server management. Additionally, they are responsible for keeping the College's server infrastructure up-to-date with BIOS and firmware updates, operating system and application service packs, patches, and version updates, such as implementing the latest Windows Server version or critical security updates. They will also assist in the data center environmental controls. They will also develop, test, and maintain server disaster recovery procedures to support business needs. The Server Administrator will work with the Network Administrator in the networking architecture and infrastructure supporting server connectivity. They will work with the CSO to ensure operational safeguards, server security, data integrity, and perform vulnerability remediation. The Server Administrator will also serve as a technical resource for the all of the Information Technology department, offering expertise in resolving server-client configuration issues, including troubleshooting connectivity problems and optimizing server performance.

Supervision Received

Reports directly to the Director of Network Infrastructure.

Supervision Exercised

The Server Administrator exercises direct supervision over technical staff, contractors, student/internship workers, and consultants assigned by the Director of Network Infrastructure.

Duties and Responsibilities

- Develops procedures for, manages, and executes the installation of server operating system software and application software.
- Prepares specifications and quotes for server hardware purchases and upgrades.

- Develops and implements procedures for preventative maintenance on file servers, including operating system and application service pack updates and patches.
- Collects and maintains server and network performance statistics.
- Develops and documents file server configurations, including resolution and documentation of file server failures.
- Develop procedures for and oversees file server hardware and software upgrades.
- Coordinates file server migrations.
- Develops procedures for, oversees, and implements the College's printing infrastructure.
- Develop procedures for server Disaster Recovery
- Acts as the primary resource to departments and offices with specialty software applications with regards to server-end configurations.
- Works with the Desktop Administrator to ensure compatibility between servers and clients with regards to operating systems, applications, updates and service packs.
- Assists with the development and implementation of the College's Active Directory and Entra structure.
- Assists with the College's server backup, data center cooling, and UPS strategies
- Engage in professional development to maintain continual growth in professional skills and knowledge essential to the position.
- They will also work with the Service Desk to empower and assist level 2 technicians in resolving server-related incidents.
- Provides insights, consultative advice, and expertise as a contributing member of committees, task forces, and advisory groups charged with formulating College-wide strategies, setting operational objectives, instituting policies, and achieving goals associated with this role.
- Actively supports the teaching and learning process; works to create and support a student-centered environment designed to move a student efficiently and effectively from entry to exit no matter his/her completion goal.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork.
- Embraces and supports the principle that "diversity is everybody's business" through the daily performance of duties and responsibilities.
- Provides flexible, responsive, and high-quality customer service to all whom we serve, be it students, community or staff and continuously assesses processes and procedures to revise accordingly.
- Performs other duties as assigned by the Director of Network Infrastructure

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Job Requirements:
Minimum Qualifications

- Associate Degree in a Technology related field.
- Five or more years of experience in server administration or a related technical field.
- Ability to solve and resolve issues with minimal supervision.
- Some degree of experience in policy and planning, compliance, and operations as described in the preceding section titled "Duties and Responsibilities"
- Demonstrated interpersonal skills.
- The ability to communicate technical information, in writing and orally.
- A commitment to customer service.

Preferred Qualifications

- Bachelor's degree in a Technology related field.
- Experience working for a college or university within the Information Technology department.
- Experience with cloud-based server platforms (AWS and/or MS Azure).
- Experience with virtualization (MS Hyper-V).
- Experience with HPe server hardware and management tools (OneView, iLO).
- Experience with HP Nimble SAN technology.
- An understanding of IT Service Management and a clear commitment to ITSM frameworks such as the Information Technology Infrastructure Library (ITIL).

Additional Information:
Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=193114

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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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