
POSITION: Systems Administrator
REPORTS TO: IT Lead
LOCATION: Houghton, MI

DATE: 11/26/2019
COMPENSATION: Exempt /
Fixed

The Systems Administrator's purpose is to support the design, implementation, administration, and lifecycle of the Information Technology infrastructure across the enterprise. This position requires a self-motivated, flexible individual capable of working effectively on longer term projects while addressing the day-to-day needs of the organization. As a small business in a technical field, GS Engineering relies on their IT team to wear many hats. Each team member must be willing to step out of their comfort zone to tackle tasks as necessary to keep the organization moving forward.

RESPONSIBILITIES:

The Systems Administrator is responsible for the following tasks, and others as requested:

- Manage Windows based network along with limited Linux systems
 - Includes full lifecycle (design, implementation, administration, continuous improvement)
 - Responsibilities include:
 - Server infrastructure; including virtualization, VDI and compute systems for Computer-Aided Engineering (CAE)
 - Networking infrastructure
 - Backend storage
 - Backup infrastructure
 - Enterprise software including Product Lifecycle Management and CAE tools (Sharepoint, Exchange, Windchill, ANSYS, etc.)
- Provide support for endpoint devices (full lifecycle)
 - Desktops, laptops, mobile devices, thin clients (VDI)
- Implement and maintain IT security provisions including:
 - Endpoint Security (encryption, AV, EDR)
 - Firewalls, Content filtering, Spam filtering, IDS/IPS, IAM, SIEM
 - Multi-Factor Authentication
 - Incident response
- Assist in responding to user generated support tickets
- Assist in self-assessment, implementation of measures as necessary, and third-party audits related to US DoD Cybersecurity Maturity Model Certification (CMMC) and other industry requirements
- Provide support for VoIP infrastructure

QUALIFICATIONS / ATTRIBUTES:

- Associate's degree in Computer Network and Systems Administration or related field required, or equivalent combination of experience, education, and training that provides the required knowledge, skills and abilities
 - Bachelor's degree preferred
- 3 years' experience in Systems Administration or similar field preferred
- Experience in a small business environment preferred
- U.S. citizen able to obtain a security clearance from the Department of Defense upon hiring