

POSITION ANNOUNCEMENT

Systems Administrator Full-Time Exempt

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Systems Administrator. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

The overall responsibilities for this position is to ensure that KCAI's technology systems offer reliable service to the campus community, resulting in a high degree of user satisfaction. A broad knowledge of all systems is critical to success, based on first-hand experience with installation, configuration, and use. The Systems Administrator will also need a clear understanding of the security environment with respect to implementation of policies and procedures that protect all resources from unauthorized access or use. Duties connected with KCAI's technology resources reflect a concern to provide a solid foundation for activities that cover a wide range of college needs and opportunities, requiring that the Systems Administrator be able to comprehensively monitor and assess the state of KCAI's technology resources. A variety of tools are in place to assist in this process. The Systems Administrator will be expected to use all such tools to gain insight into systems operations and to be able to act to resolve problems and to improve efficiency and effectiveness. In the event of system emergencies, the Senior Systems Administrator is expected to be on-call and available until the emergency situation is resolved and normal system processing is restored. In addition, the Systems Administrator is expected to assist the Director of Campus Technology with monitoring and evaluating notifications relating to server, network, or power outages and respond as appropriate.

ESSENTIAL FUNCTIONAL RESPONSIBILITIES:

- Manage the installation, configuration, and maintenance of Apple MacOS based systems
- Deploy, manage, and maintain teaching and satellite computer labs, including all OS and software updates
- Facilitate faculty and staff computer imaging and distribution
- Manage and maintain faculty and staff computers
- Manage and maintain servers, including OS upgrades, patches, and hardware replacement
- Manage and maintain server infrastructure, including AD, DHCP, DNS, and GPOs
- Manage and maintain security software, primarily Symantec Endpoint Protection
- Manage and maintain server backups
- Manage and maintain cloud based services from Google, Adobe, and Microsoft
- Manage and maintain virtual server environment
- Manage the helpdesk ticketing system
- Research and analysis of new systems to meet KCAI's ever growing needs for both academic and administrative departments
- Research and implement latest technology and protocols regarding servers, security, imaging, firewalls, etc.
- Other duties as assigned by the Director of Campus Technology

REQUIRED/PREFERRED EXPERIENCE:

- Experience providing technical support in a multi-platform environment
- Experience with Windows, MacOS, and Unix based servers
- Experience managing and supporting Macintosh labs and laptops
- Experience working with AD, DHCP, DNS, and GPOs

REQUIRED/PREFERRED EDUCATIONAL BACKGROUND

- Bachelor's degree in a IT related field or an equivalent combination of work experience and education

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit www.kcai.edu.

Applications deadline and procedures:

This position is considered "open" until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: jobs+sysadmin2018@kcai.edu

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at hr@kcai.edu.

KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets