The Server and Security Administrator shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Administrative Computing, the Chief Information Officer, or as designated by the President.

**Qualifications:**
Prefer Bachelor’s degree in computer information technology, computer science, or other computer related field with Windows Server, Linux, database, networking and other operational experience in Higher Education environment. Must be dependable, punctual, self-starter, team player and be able to handle complex problem analysis and solving with the ability to work under pressure.

Must be detail oriented, have technical as well as communication skills. Three to five years of experience in an educational environment is desirable. Must possess a current driver’s license to allow driving MACC vehicles.

**Dexterity:**
Able to climb ladders and work in confined spaces.
Able to move and install equipment weighing more than 50 pounds.

**Description:**
The Server and Security Administrator is responsible for the day to day management, operation, and support for college-wide server infrastructure, network, wireless hardware, software, and will assist the CIO in managing college-wide cybersecurity. Where applicable, the Server and Security Administrator will oversee the physical security, integrity, and safety of the data center. This is a full-time, 12 month, salaried, and FLSA exempt position and is covered by the Public Education Employee Retirement System (PEERS).

The Server and Security Administrator shall:

1. Administer and maintain college core servers running in both virtual and stand-alone environments;
2. Administer college wide security of computing and networking systems;
3. Administer college wide wireless network and access;
4. Administer college backups of server infrastructure;
5. Administer college firewalls, both perimeter and internal;
6. Administer internal network scans and penetration testing on network;
7. Administer and maintain all network security logs;
8. Administer patching of all college servers, firewalls, network gear and client machines;
9. Troubleshooting computer, network, and technical issues;
10. Offering technical support on-site, in person, or by phone or email;
11. Providing technical assistance to individuals/groups as assigned;
12. Provide college-wide PC hardware support and maintenance;
13. Provide software installation assistance;
14. Manage multiple priorities, maintain details and meet deadlines;
15. Effectively use technical, analytical, and problem-solving skills within college computing environment;
16. Familiarity with MACC policies and procedures;
17. Possess keyboarding, data entry, database relationship, and SQL query skills necessary to produce appropriate data sets associated with server and security administration;
18. Work with Jenzabar CX and JX enterprise computing systems;
19. Work independently within general direction and guidelines while at the same time know when to seek assistance;
20. Build and maintain relationships with key academic and operational staff in order to maintain computing systems security;
21. On occasion may need to assist on temporary projects at other MACC locations;
22. Operate MACC vehicles as needed;
23. Perform other duties as assigned;