Job Title:	Systems Administrator		
Department/Group:	IT		
Location:	Columbus	**Travel Required:**	Minimal
Direct Supervisor:	Systems Administration Manager	**Position Type:**	Full Time / Exempt

Job Description

ROLE & RESPONSIBILITIES

The Systems Administrator is responsible for providing technology assistance by installing and configuring servers/local/wide/ area networks, while operating, monitoring performance, diagnosing and solving technology problems.

PRIMARY RESPONSIBILITIES INCLUDE:

- Operate day-to-day functions as requested by the Systems Administration Manager
- Install and configure servers/local/wide area network, data communications networks, which may carry data, voice and video communications following organization standards
- Install, operate and maintain servers/local/wide area network services, routers, switches and other network devices following technical plans
- Resolve server/network communications problems to ensure user's access to networks
- Collaborate with META IT staff to diagnose and solve problems that may arise in the day to day operation of the META IT infrastructure.
- Respond to user questions and explain the operation of network applications and equipment
- Assist in the maintenance of standards and documentation
- Provide regular status and data reports as requested by the Systems Administration Manager or META CIO
- Works closely with META IT staff to plan, design, purchase and deliver IT infrastructure
- Add, remove, or update user account information, reset passwords, etc.
- Responsible for documenting the configuration of the system
- Perform all other duties as assigned

QUALIFICATIONS & EDUCATION REQUIREMENTS:

Computer Skills (Required):

- MS Server experience and knowledge
- VMware/Hyper-V
- Linux admin
- IDM - Identity management
- LDAP
- Azure AD, Local AD/ADFS & Group Policy
- GAFE/GADS/SSO

Computer Skills (Preferred):

- Veeam
- MS SQL
- MySQL

Basic Qualifications:

- Preferred Associates degree in Information Technology or equivalent experience
- Effective and efficient verbal and written communication skills
- Must maintain a valid Driver's License and ability to travel
- Ability to multitask and execute duties according to deadlines
- Ability to work individually or in a team of system administrators
- Highly professional
- Finds creative solutions to complex problems
- Stays informed of new developments in technology
- Organized and self-motivated
- Has keen eye for details and accuracy
- Accepts constructive criticism and able to maintain a positive professional attitude