

CAL POLY HUMBOLDT



Systems Administrator/Lead Systems Administrator

Information Technology Services

Job #22-32

Open Until Filled

First Review Date: Friday, March 25, 2022

(Job #22-32) Operating Systems Analyst – Career, Systems Administrator/Lead Systems Administrator, \$4,372 - \$10,792 monthly. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month pay plan, permanent position with a one-year probationary period. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Now is an exciting time to join Information Technology Services as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary:

Cal Poly Humboldt invites applicants for the position of Systems Administrator. We are seeking a self-starter with exceptional technical skills to support our current Windows & Linux based systems as well as design, develop, and deploy new systems to meet the needs of our end users. Cal Poly Humboldt runs a heavily virtualized server environment with several cloud based services blended into our portfolio. The successful candidate for this position will join a team responsible for the ongoing administration and development of Cal Poly Humboldt's central IT systems and services. This is an exciting time to come and work on this team. Upcoming and ongoing initiatives include:

- Expanding Infrastructure into AWS for supporting Cal Poly transformation and faculty research initiatives
- Redesigning services in the cloud for disaster recovery and scaling for peak loads

- Expanding infrastructure into Microsoft Azure for Azure Virtual Desktop (AVD) service offerings

Consideration will be given to hire this position as the team lead; see the Preferred Qualifications section below. The team lead is responsible for providing tactical and operational leadership to the team which includes giving work assignments, resolving workflow or procedural questions, representing the group across campus, and handling issue escalation for the team.

This position may include remote work based on operational needs. Some ad hoc on campus presence will be required to address datacenter maintenance and failure remediation.

Key Responsibilities:

The Systems Administration and Development team is responsible for managing the University's critical enterprise infrastructure, ensuring that it is functional for a diverse set of business and user needs. This infrastructure includes but is not limited to: compute (HP racks & blades), storage (HPE Nimble All Flash Storage Array), network (Brocade FC switches, F5 load balancers, and Palo Alto firewalls) and virtualization (VMWare & Hyper-V hypervisors) stacks in on-premise and off-premise data centers. This hardware supports hundreds of virtualized servers running Windows 2016, Windows 2019, RedHat, CentOS, and Oracle Linux operating systems.

The Systems Administrator will proactively analyze and solve problems with systems and services, nurture professional and constructive working relationships, and communicate effectively with technical and non-technical staff across campus. This position will also assist with any other questions or problems needing immediate response during business hours as well as after hours when on call. A strong commitment to customer service, quality workmanship, and continuous technical improvement are essential to the position.

Knowledge, Skills, and Abilities Associated with this Position Include:

- Strong enterprise troubleshooting skills involving systems, network, shared storage and software
- Significant experience with administering contemporary server operating systems (e.g. Windows & Linux servers)
- Significant experience with server virtualization platforms (e.g. Hyper-V , VMware, or KVM)
- Demonstrated ability to optimize solutions balancing campus needs with available resources
- Experience with Directory Services (e.g. Active Directory, LDAP, and Kerberos)
- Experience with backup and disaster recovery systems (e.g. Veeam)
- Experience with enterprise systems optimization and performance tuning.
- Demonstrated ability to implement automation to improve efficiency (e.g. PowerShell or Ansible)
- Demonstrated strong written and verbal communication skills
- Ability to work well with others in a team
- Demonstrated documentation skills that include process, configuration, topology diagrams, and project planning
- Demonstrated cultural humility, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty, and staff

Minimum Qualifications:

A basic foundation of knowledge and skills in operating systems programs, maintenance, and systems administration features is a prerequisite. (1) This basic foundation may be obtained through EITHER a bachelor's degree in computer science, mathematics, OR equivalent technical training and/or experience. Work assignments also require (2) A working

knowledge of the assigned computer operating systems, systems analysis, and systems-level programming, plus the ability to (3) demonstrate competence in independently applying technical judgment to standard and nonstandard applications and systems, solving a wide range of problems and developing practicable and thorough solutions, and (4) effective communication and listening skills.

Equivalent to Bachelor's degree AND two (2) years full time professional experience providing support in an enterprise environment is preferred. Additional relevant experience can be substituted for equivalent education on a year for year basis.

Preferred Qualifications:

- Bachelor's degree in in Computer Science, Information Systems, Educational Technology, Communications, or related field
- Higher Education Experience
- Experience supporting Research Computing
- Experience with Cloud Technologies (e.g. Azure, Amazon Web Services (AWS), or Google Cloud Platform (GCP))
- Experience with SAN infrastructures
- Experience with high availability and load balancing technologies
- Experience with Single Sign On Infrastructure (e.g. CAS, Shibboleth, Azure, or ADConnect)

Consideration may be given to hire this position as a team lead. Team lead qualifications include:

- **Proven ability to lead technical support staff and coordinate work across a team**
- **Demonstrated ability to lead large projects involving complex technology**
- **Highly organized and detailed oriented**
- **Experience successfully solving complex IT problems that benefit multiple areas**

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/103816>

Application Deadline: This position will remain open until filled. The First Review Date will be Friday, March 25, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff,

faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 0410

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See more photos at [Cal Poly Humboldt's Flickr page](#).