SACRED HEART
MAJOR SEMINARY

POSITION DESCRIPTION
SYSTEMS ADMINISTRATOR

The Systems Administrator is appointed by the Rector/President and reports to the Director of Technology. The position involves all day to day operations, maintenance, and monitoring of I.T. systems in addition to technical support needs.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

1. Provide technical support to end users
2. Manage cloud and server infrastructure, including testing and installation of upgrades to operating systems
3. Manage and monitor wired and wireless networks; assist as needed with configuration and troubleshooting
4. Support, manage and monitor the phone system
5. In accordance with Sacred Heart's technology and business policies, manage access, creating user roles in Blackbaud Raiser's Edge and Financial Edge, in order to assure a strong internal control environment
6. Manage, maintain, and support the student information system, including security and access controls, in accordance with Sacred Heart's technology and business policies, in order to assure a strong internal control environment
7. Monitor server and network system performance and propose updates and changes to enhance system performance; develops plans for testing, implementing, and measuring the results of system performance; proactively respond to areas of potential problems
8. Develop, install, maintain and test software to provide regular backup and restore processing for seminary user
9. Manage and maintain disaster recovery plan and operations, including biannual testing
10. Assist, as needed, in network printer setup, configuration, and troubleshooting
11. Assist, as needed, in phone system troubleshooting and configuration

12. Attend training sessions, read instructional manuals, and read industry periodicals to maintain a current understanding of the various operating systems and maintained software
13. Perform other duties as assigned

QUALIFICATIONS

1. Associates Degree in Information Systems, Educational Technology, Information Technology, or related field, five years prior experience as a systems administrator, or combination of equivalent education and work experience
2. Proven experience as a Systems Administrator or similar role
3. Commitment to staying informed on innovations and trends in Information Technology and desire for continued growth in knowledge
4. Excellent organizational, administrative, and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action
5. Excellent communication skills with both peers and end users. Demonstrated ability to interact with end users in a positive, supportive manner that enables them to use tools more effectively
6. Hands on technology experience, including but not limited to the following:

    - Microsoft Server Management Tools
    - Microsoft Office
    - Database Management including SQL, MySQL, and Oracle
    - LMS experience including end user training, maintenance, and troubleshooting
    - Video recording environment management and hardware support
    - Active Directory Management including Group Policy
    - Cloud based computing and storage
    - Firewall technologies to include content and application filtering, traffic shaping, and network management
    - Linux experience
    - Network management including DNS, DHCP, VLANs and routing
    - WiFi security, troubleshooting, and configuration
    - Classroom technology installation, maintenance, support, and user training.
    - Computer imaging technologies, application package creation, deployments
    - VOIP

- Print hardware/software accounting management

7. Ability to maintain confidentiality in performance of duties
8. Personal commitment to supporting and advancing the mission of the seminary

Please submit resume and cover letter, listing three references, by January 31, 2022 to:

Attention: Ann Marie Connolly, Director Finance/Treasurer; Director of Human Resources
Email: connolly.ann@shms.edu
Mail: Sacred Heart Major Seminary
                  Attn: Ann Marie Connolly, Director Finance/Treasurer; Director of Human Resources
                  2701 Chicago Blvd.
                  Detroit, MI 48206
Phone: 313-883-8587
Start Date: March 1, 2022 (negotiable)
Compensation: Commensurate with experience
Process: Screening of applications will begin immediately with priority given to early applicants

ABOUT THE INSTITUTION:

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with state and federal law.