

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

System Administrator / Analyst

Department: Technology Services

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Core Commitments

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith*
- *Commitment to the vision and mission of Oklahoma Baptist University*
- *Commitment to active membership in a local evangelical church*
- *People are treated with dignity and respect*
- *Relationships are built on honesty, integrity, and trust*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources*

Overview

Oklahoma Baptist University has an exciting opportunity for an experienced and proven individual in our Technology Services department. This person will maintain essential IT systems including Active Directory, operating systems, servers, and applications as needed. He/she will also develop, debug, and document software and support interfaces for various software needs.

Job Role and Responsibility

- Manage and monitor the campus Active Directory environment
- Manage and monitor the campus server environment
- Maintain secure and reliable systems
- Troubleshooting system errors and failures
- Partner with end users to define business processes, requirements, and systems goals, and identify and resolve systems issues
- Monitor and review systems and develop strategies for improving or further leveraging these systems
- Provide clear, professional, informative, and appropriate customer service for assigned systems while developing strong professional relationships with colleagues and end users
- Investigate and analyze system issues to determine cause and develop appropriate corrective action(s)
- Work with the Asst. VP of Technology Services and the user community to develop recommendations on University software and hardware upgrades and needs
- Develop the knowledge and skills required to achieve and maintain a high degree of professional excellence in the execution of the responsibilities of this position

- Maintain a positive, cooperative attitude with the Technology Services staff and the user community
- Perform other duties as needed and as requested by the Asst. VP for Technology Services

Knowledge and Skills Required

- **Required:** Must be a clear communicator with exceptional follow-up skills for closing communication loops
- **Required:** Able to establish and maintain effective working relationships with others
- **Required:** Windows Server and Active Directory administration
- **Preferred:** Group Policies, Powershell, VMware, Linux administration, SQL, Ellucian Banner
- **Preferred:** Professional certifications in related areas

Qualifications, Experience and Education

- **Preferred:** Bachelor's degree in Computer Science (or related field)
- **Required:** 2-3 years professional experience or in related field
- **Preferred:** 5+ years professional experience or in related field in Higher Education
- **Preferred:** Professional certifications in related areas