POSITION: System Administrator  
EEO# RD81-12  
Center for Business and Information Technologies (CBIT)  
National Incident Management Systems & Advanced Technologies (NIMSAT) Institute  
University of Louisiana at Lafayette

RESPONSIBILITIES: Provide assistance in the planning and implementation of enterprise IT systems. This individual is responsible for maintaining all system administration requirements, including: researches and makes recommendations on the procurement of network components, operating systems, enterprise security systems, application software products, and associated peripheral hardware. Installs, tests, maintains, and documents the center’s hardware and software infrastructures, and maintains a current database and documentation of the enterprise network configuration (LAN/WAN/Enterprise) and infrastructure. Installs software and hardware in order to manage, monitor performance and otherwise support the extensive computer systems network. Assists in implementing a communications system connecting the various internal and external components (i.e. Intranet, Exchange Server, Mobile devices, Website) of the enterprise network. Assists programmers and users in interfacing their application systems with system software packages, and in resolving program logic errors. Monitors daily production runs for the technical support unit (i.e., disc backups, database verifications, statistics and reports). Monitors security logs for suspect activity.

QUALIFICATIONS: Bachelor’s degree in Computer Science or a closely related field. In addition, certifications such as A+, Network+, Security+, Linux+, and MCITP Windows client and server are preferred. The candidate must have strong hands-on experience in Windows operating system administration, and experience in LINUX administration is a plus. The position requires knowledge of Windows Active Directory, SQL Server, Oracle, Microsoft Hyper-V, Microsoft SharePoint, Microsoft Dynamics, FTP, SFTP, ArcGIS system administration, fault-tolerance configuration, TCP/IP protocol, firewall configurations, information security management, and HIPPA HITECH requirements. Five (5) years of work experience in system administration in real world settings may substitute for the required bachelor’s degree.

ENVIRONMENT: CBIT is a recognized leader in technology-based economic development in the state of Louisiana. CBIT focuses its research, development and technology transfer activities on fostering technology-driven innovations in a wide range of application domains including healthcare, education, economic and workforce development. The NIMSAT Institute is a homeland security and disaster management institute with a focus on the development of public-private partnerships and the application of advanced information technologies to enhance the resiliency of the US to all-hazards, and to the mission of saving human lives. Both research centers operate under the University of Louisiana at Lafayette and work synergistically with researchers across the university and public and private sector stakeholders in the broader community in the translation of knowledge into practical and actionable solutions and tools, through the application of information technology.

SALARY: Commensurate with qualifications and experience.

APPLICATIONS: The search committee will review applications starting immediately and continue until the position is filled. Candidates should send a letter of intent; curriculum vitae; and name, address and telephone number of at least four references. Additional materials, of the candidate’s choice, may also be sent. Applications should be sent to:

System Administrator Position  
CBIT/NIMSAT  
P.O. Box 44932  
Lafayette, Louisiana 70504-4932  

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