

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

VACANCY ANNOUNCEMENT

TITLE:	Specialist, Systems Administration (Junior)	OPENING DATE:	February 22, 2016
DEPT:	Information Systems	CLOSING DATE:	Open Until Filled
WORKSITE:	1707 New Hampshire Ave., N.W. Washington, DC 20009	NO. OF VACANCIES:	One (1)
SCHEDULED HOURS:	Full-time, 40 hours per week	FLSA CLASS:	Exempt
SALARY:	Commensurate with experience, plus benefits		

POSITION PURPOSE AND SUMMARY

The Specialist, Systems Administration is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure and ensures that system hardware, operating systems, software systems, and related procedures adhere to Delta Sigma Theta's organizational values, enabling staff, volunteers, and partners. He or she will assist the Director, Information Systems with the maintenance and research and development of our present systems to ensure continual innovation.

DUTIES AND RESPONSIBILITIES

SA Engineering and Provisioning

1. Engineering of SA-related solutions for various project and operational needs.
2. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
3. Install and configure systems such as supports GIS infrastructure applications or Asset Management applications.
4. Develop and maintain installation and configuration procedures.
5. Contribute to and maintain system standards.
6. Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.

Operations and Support

1. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
2. Perform regular security monitoring to identify any possible intrusions.
3. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
4. Perform regular file archival and purge as necessary.
5. Create, change, and delete user accounts per request.
6. Provide Tier II/other support per request from various constituencies. Investigate and troubleshoot issues.
7. Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.

Maintenance

1. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
2. Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.
3. Maintain operational, configuration, or other procedures.
4. Perform periodic performance reporting to support capacity planning.
5. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
6. Maintain data center environmental and monitoring equipment.

KNOWLEDGE/SKILLS

1. Bachelor's degree, preferably in Computer Science or Engineering
2. Systems Administration/System Engineer certification in UNIX and Microsoft.
3. Two to four years of system administration experience.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, DC 2000.

Before applying, please visit our website at deltasigmatheta.org to familiarize yourself with our mission.

To apply for this position, indicate the title of the position and submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements.

Submissions that do not include all of the requested information will not be considered.

**Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or email: hrmanager@deltasigmatheta.org**