



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Senior Systems Administrator/Engineer

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Technology Services

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009 (Remote Initially Due
to COVID-19)

REPORTS TO: Director, Information Technology

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The Technology Services Department is responsible for providing exceptional and innovative technology solutions to meet organizational and user needs. We are seeking a Senior Systems Administration / Engineer with at least 10 years of professional experience in systems administration and application management. The successful candidate will apply analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of stakeholders ensuring that solutions are responsive, collaborative, and innovative.

DUTIES AND RESPONSIBILITIES

- Perform systems management and integration functions.
- Support the maintenance and backup of the systems as required.
- Ensure Corporate Applications are properly supported in Production.
- Support resolution of Help Desk escalations.
- Evaluate system change request risk and provides recommendation for change execution.
- Design and develop solutions to complex applications problems, system administration issues, or network concerns.
- Plan, design, analyze, acquire, document, test, implement, integrate, modify, and/or manage computer systems and software.
- Verify stability, interoperability, portability, security, or scalability of systems.
- Engage with stakeholders to conduct business analyst tasks to understand and document business, functional, and specific system requirements.
- Present business functional requirements and solution information in layman terms based on feedback and analysis.
- Collaborate with consultants and industry partners to select appropriate design solutions or ensure the compatibility of system components (e.g., policy/procedures, hardware, databases, and software).
- Identify system data, hardware, or software components required to meet user needs.

- Sufficiently define product and process alternatives to support the design selection of system enhancements and new systems that meet requirements and fall within program design constraints.
- Make recommendations to improve and support business activities.
- Construct conceptual and logical data and process models, including data dictionaries and volume estimates to communicate specifications.
- Support the development of Tier 2 standard operating procedures.
- Perform Tier 2/3 level troubleshooting as appropriate.
- Develop and maintain system documentation (e.g., requirements, technical design, interface control, implementation plan, test plan, data conversion, user manual, operations manual).
- Other duties as assigned.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, & ABILITIES)

- Bachelor's Degree in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. Advanced degrees will be weighted in the interview process.
- 10 years of related experience and a minimum of 6 years working in an enterprise application environment requiring application integration tools and native APIs to enable workflows and data feeds between applications.
- 7-10 years of experience in database management software, CRM software, enterprise application integration software, database management, and database reporting software.
- Active involvement on a full life cycle implementation with detailed functional knowledge and an understanding of the business and technical integration issues.
- IMIS or SAGE system administration experience strongly preferred but not required.
- Experience configuring load balanced applications and database replication in cloud-hybrid environments.
- 5-7 years of experience managing application access controls and privileges.
- 5-7 years of experience with application configuration management.
- 1- 3 years of experience designing or implementing backup schemas for applications.
- 1-3 years of experience supporting disaster recovery planning, testing, and implementation for applications.
- Ability to mentor junior and mid-level team members on IT best practices.
- Ability to identify indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Understanding of cloud technologies, a plus.
- Certification in the following preferred: PMP, Agile, ITIL
- Must have strong and effective verbal and written communication skills.
- Enthusiastic, self-motivated, self-starter able to work well with others.
- Proficient in the use of Office 365 and SharePoint.
- Detail oriented with strong analytical and organizational skills.
- Travel may be required annually during the National Convention or the Regional Conference cycle.

For consideration, email your resume along with a cover letter that specifically states your salary requirements to hrmanager@deltasigmatheta.org. In your email, please include the title of the desired position in the subject line.

Incomplete submissions will not receive priority consideration.