Position: Email and Server Administrator

Department: Information Technology - Technical Operations

Hayes Hill Title: Associate Network Specialist (S81FN)

Position Description: The person in this position reports to the Manager of Technical Operations and works with other Technical Operations Team and Information Technology staff members to provide high quality information technology services for the students, faculty, and staff at the University of Wisconsin - Stevens Point.

This position acts as the primary technical contact for the campus electronic mail systems infrastructure. These systems are based on the Microsoft Exchange software packages plus other 3rd party software for selected functions. This includes Microsoft Server 2008 and 2012 R2 operating systems and associated physical and virtual infrastructure. Position is responsible for the analysis, design, problem identification, and troubleshooting multiple Microsoft Windows and Exchange Servers. These servers provide file and print services, SQL, IIS, SharePoint, Project, Active Directory services, DNS/DHCP, electronic email, calendar and groupware function for the campus network.

This position supports automation of Microsoft Active Directory accounts lifecycle management (Postmaster). This includes Active Directory account analysis, template design, creation, deletion, and distribution list/group maintenance via the use of Windows PowerShell scripting, Macro enabled Microsoft Excel Spreadsheets and Microsoft Access Database. This is a highly technical position requiring extensive knowledge of the following Microsoft Products and Services: Windows/Servers, Exchange Server, SQL Server, SharePoint Server, Active Directory, DNS, DHCP, and IPAM. Responsibilities include supporting UWSP IT services with scheduled on-call, daily support and project tasks and assignments.

Primary responsibilities include exchange administration, system administration, postmaster, and professional development. For a detailed list within each area, see the posted position description.

Department/University Description: The Department of Information Technology is within the Division of Academic Affairs. The University of Wisconsin-Stevens Point, part of the University of Wisconsin System, is a leading four-year comprehensive institution located in scenic Central Wisconsin. Approximately 9,300 students are enrolled in undergraduate and graduate programs with a student faculty ratio of 20:1 in the classroom. The 406-acre campus features state-of-the-art facilities and the Schmeeckle Nature Reserve. The university has a strong focus on sustainability initiatives and has been named one of the nation’s green universities by The Princeton Review. Visit www.uwsp.edu for more information about UW-Stevens Point.

Qualifications:
Required:
- Ability to handle problems of an urgent or emergency nature in a timely manner
- Ability to ask questions and seek clarification to gain complete understanding of issue or material
- Ability to work effectively and productively with minimal supervision
- Ability to effectively communicate both orally and written on technical issues
- Ability to work in confidential situations and with confidential information
- Ability to coordinate projects, set priorities, work independently or as part of a team
- Ability to manage multiple issues simultaneously, coordinate technical activities, and prioritize workloads
- Demonstrated customer service experience

Preferred:
- 4+ years of experience with administering MS Active Directory Administration with PowerShell Scripts and Commands
- Advance knowledge of MS Active Directory, Clustering and Domain Controllers
- Intermediate knowledge of Microsoft Office 365.
- Advance knowledge of networking concepts, such as, DHCP, DNS, WINS and TCP/IP
- Ability to create and update PowerShell Scripts, Microsoft Macro-enable Excel Spreadsheets, and Access Databases
- Strong ability to identify and resolve technical issues using troubleshooting tools and techniques

Appointment Date: November 5, 2015 or shortly thereafter

Terms of Employment: This is a 12-month, full-time academic staff appointment. Annual salary range is between $48,333 to $82,182.

To Apply: Before you get started with the online application process, we recommend you preview the frequently asked question (FAQs): Apply Online FAQs (PDF format)

Step 1: Please select the applicable link below:
External Applicants: (NOT currently employed by the University of Wisconsin System)
Internal Applicants: (Currently employed by the University of Wisconsin System)

Step 2: Under "Basic Job Search" choose:
- "Advanced Search"
- Job Opening ID: “10945”
- Find Jobs Posted Within: "Anytime"
- "Search"
- Select "Posting Title"
- Click "Apply Now"
  o You must login before you can apply. Input your "User Name" and "Password" and select "Login"
  o If you have not yet registered, click "Register Now" to begin the registration process

Step 3: Submit application materials:
Please be sure to complete all required fields and include all required documents before submitting your application. Once submitted, you will not be able to edit or attach any application materials. Files must be complete to be considered. Submission in pdf format is preferred for all attachments.
Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Names and contact information of three professional references

Official transcripts will be required at time of hire
You must select "SUBMIT", selecting "Save" will not forward your application materials to the search committee. Upon submitting your application material a confirmation e-mail will be sent.

For additional information regarding the position, please call or email:
Karlyn Jakusz
Telephone Office Coordinator / Assistant Postmaster
Email: Karlyn.Jakusz@uwsp.edu
Phone: 715-346-4716

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Tom Bertram, Human Resources
Email: hr@uwsp.edu
Phone: 715-346-4351

**Deadline:** Continuous recruitment with first review of completed applications starting October 23, 2015. To assure consideration, completed applications need to be received by end of day on October 22, 2015. Applications received on or after October 23, 2015 may be considered.

The University of Wisconsin-Stevens Point is an Affirmative Action/Equal Opportunity/Veterans/Disability Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at [http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx](http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx)

Employment will require a criminal background check.