



**Northern Marianas College**  
**P.O. Box 501250 CK**  
**Saipan, MP 96950**  
**Phone: (670) 237-6855/6856/6857**  
**Fax: (670) 235-3696**  
**Website: <http://www.marianas.edu>**

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## **VACANCY ANNOUNCEMENT**

Announcement No. 17-059

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

<b>POSITION TITLE:</b>	<b>Systems Administrator</b>
<b>Department:</b>	<b>Information Technology</b>
<b>Pay Level &amp; Step:</b>	<b>32/Steps 01-02</b>
<b>Annual Salary:</b>	<b>\$43,197.84 - \$44,709.77</b>
<b>Location:</b>	<b>As Terlaje Campus</b>
<b>Opening Date:</b> October 12, 2017	<b>Closing Date:</b> October 23, 2017 or Until Filled

*Subject to availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

### **Nature of the Position:**

Under the direction of the Director of Information Technology, the Systems Administrator provides Tier One/Two support of information technology services and programs to support the learning mission of the College. The Systems Administrator under the direct supervision of the Director of Information Technology will work with the development of technology resources to support and improve the College's network, database, email, instructional and administrative programs and services; and will provide leadership in the

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development of technologies and programs to support and improve student learning and technology management.

**Duties and Responsibilities:**

- Participates in program review and outcomes assessment (PROA) activities.
- Plans and coordinates the delivery of technology services to college instructional and administrative communities.
- Leads the development of technology infrastructure to improve student access to computer and network resources.
- Works with faculty and staff to develop and implement technology plans and initiatives in support of the learning mission of the College.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Develop and maintain installation and configuration procedures.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, cloud or disks are created, and media is recycled and sent off site as necessary.
- Perform regular security monitoring to identify any possible intrusions.
- Create, change, and delete user accounts per request.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Trains and manages work study personnel to carry out the College's IT Help Desk functions; Manages Help Desk system and assigns responsibilities to resolve issues in a timely manner.
- Manages a 64-Bit System Diagramming and Planning system.
- Maintains advanced AD and DNS systems.
- Maintains and manages GPO distributed Print Server.
- Maintains updates and manages VMware and other virtualization systems.
- Manage network servers, desktop computers, printers, switches, routers, firewalls, and mobile devices.
- 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.
- Support and Maintain advanced Google Apps configuration.
- Develops and recommends technology policies, procedures, standards, and protocols.
- Provides advice and education to other College leaders on technology issues.
- Provide effective phone etiquette and customer service skills.
- Perform other duties as assigned.

**Minimum Qualifications:**

A Bachelor's Degree from a U.S. accredited institution in Computer Science or related field and five (5) years of experience in system administration experience preferably with a progressive increase in responsibilities. Systems Administration/System Engineer certification in Unix and Microsoft.

**Knowledge, Skills, and Abilities**

- Must have experience in Program Review and Outcomes Assessment.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in a clear and professional manner.
- Industry standard certified, e.i., COMPTIA Network+, Security +, CCNA, etc..

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- The successful candidate should demonstrate a wide range of technical skills, including management experience in a technical environment and experience in system network administration in a complex multi-platform environment.
- The candidate should demonstrate a capacity and willingness to learn and promote new technologies, the ability to work well in a team environment, and should have expert knowledge of:
  - Industry standard certifications – Microsoft, CompTIA Server+, Network+, Security+, CCNA, etc., Computers, network, and telecommunication technology to support a wide range of applications;
  - TCP-IP, LAN, WAN and Wireless protocols;
  - Wireless networking security protocols and monitoring tools;
  - Multi-platform experience on Windows, Mac OS, & Linux;
  - Open standards and open source solutions for system services (including LDAP and Active Directory);
  - Extensive experience with VMware virtualization.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

### **Work Environment:**

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

### **Conditional Requirements:**

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is “Not Covered”: Is not eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

### **How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter. **\*\*\*The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

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In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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