



JOB DESCRIPTION



INFORMATION

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|--------------------|---------------------------------------|--------------------------------|-----------------|
| Job Title: | <i>Server and Cloud Administrator</i> | EEOC Job Classification | Professionals |
| | | FLSA Classification | Exempt |
| Department: | IT Operations | W/C Classification | 8101 – Clerical |
| Reports To: | Director of IT Operations | Effective Date | 10/8/2021 |

SUMMARY

Advance the mission and vision of TMUS by designing, operating, maintaining, and optimizing campus servers and cloud-based systems to achieve high performance of the various business applications, ensuring these activities support the mission and strategic needs of The Master's University. This includes ensuring the availability of client/server applications, configuring all new implementations, and developing processes and procedures for ongoing management, disaster recovery, and business continuity of the server environments that align with institutional goals, industry best practices, and regulatory requirements.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passionately own all systems administration activities including servers, storage, cloud infrastructure, server operating systems, server/workstation management tools, scripting and automation, backup systems, relevant training materials and documentation.
- Understand the University's overall mission and strategic plan, working with the Director of IT Operations to align server and cloud administration with these goals and priorities.
- Understand and communicate with the Director of IT Operations regarding health, status, risks, and ROI of these activities and projects on a regular basis.
- Work closely with the Director of IT Operations to proactively develop, lead, and communicate regarding server and cloud administration, as well as develop best practices and standardized project management methodologies for server administration projects.
- Develop effective communication channels with IT staff and other IT teams, creating a robust communication flow regarding systems and cloud administration priorities, goals, and action items.
- Remain knowledgeable about current IT and systems-related security threats and employ best practices in server and cloud administration to defend campus from ransomware and cyber-criminal activity.
- Work with IT Infrastructure Support Engineer to develop, implement, and maintain on premises Windows Server and Microsoft Virtualization infrastructure and associated systems management tools, cloud-based infrastructure, and corporate Microsoft 365 email and collaboration infrastructure.
- Administer identity management systems including Active Directory, Azure Active Directory, SSO, etc.
- Develop, maintain, and secure both local and cloud based file repositories.
- Work with Director of IT Operations to develop strategies and best practices in handling server or application security incidents and coordination of investigative activities.
- Collaborate with ITO team to review investigations after breaches or incidents, including impact analysis and recommendations for avoiding future vulnerabilities.

- Facilitate the creation and administration of virtualized test environments for partner IT departments.
- Manage and support organization's corporate Google Apps domain and associated applications.
- Keep Director of IT Operations informed of emerging server administration technologies and other strategic IT opportunities.
- Train and mentor other IT staff in basic job functions providing knowledge sharing of key responsibilities.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Associate degree in IT-related discipline, Bachelor's degree preferred.
- At least three-years' experience with server and cloud administration in medium to large business.
- Microsoft Azure Fundamentals or Administrator, Microsoft 365 Fundamentals or Administrator certification preferred.
- Able to demonstrate specific knowledge and experience with the following technologies and methodologies:
 - Microsoft Windows Server and related management technologies, Server Core and Desktop Experience (GUI)
 - Microsoft Active Directory
 - Microsoft Hyper-V and general virtualization
 - Microsoft 365 and Exchange
 - Microsoft Azure and general Cloud Computing
 - PowerShell and scripting for automation
 - Messaging and Anti-Spam
 - Linux Server
 - Google Apps
 - Server, SAN, and NAS hardware
 - Installation, configuration, and maintenance of all manner of server hardware and associated network equipment, including SCSI, RAID, and I/O topology.
 - LAN backup technologies
 - Business Continuity and Disaster Recovery technologies.

- Knowledge of systems development life cycle methodologies as it relates to server and cloud administration.

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 50 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.