

Application deadline: September 16, 2019

Position Available: Information Technology Systems Administrator

Description

The Great Lakes Commission (GLC) is seeking a highly technical, hands-on Systems Administrator to provide IT services for an office of approximately 32 people located in Ann Arbor, Michigan. The successful applicant will be required to manage, monitor and log all tickets that come through the Help Desk as well as be the lead IT staff person for all infrastructure related issues. The role is designed for someone who is looking to challenge themselves by taking on more responsibility in a large IT role with an emphasis on internal customer relationships.

Responsibilities

Specific responsibilities include:

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system reports with senior staff
- Determining timeframes and completing major IT projects including system updates, upgrades and migrations
- Management of Office 365 and SharePoint

Qualifications

Required qualifications include:

- Positive attitude
- Customer focused
- Excellent communication skills
- Project management experience
- Windows Server 2008-2016 management
- Hyper-V management
- VMWare management

Preferred qualifications include:

- Bachelor's Degree in Information Technology Science or Computer Science
- Three to five years of IT Experience
- Certifications in IT related fields, such as ITIL, CompTIA Security+ and Network+
- Office 365 experience
- Ubiquiti Access Points knowledge
- Mitel phone systems experience
- Linux CentOS/RHEL experience

Compensation and Benefits

The anticipated starting salary for this position will range between \$58,000 and \$64,000 per year depending on education, skills and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The majority of work is performed in a professional office. The incumbent must be able to work independently and with professional team members, often in a fast-paced and time-sensitive environment. The position requires the incumbent to demonstrate excellent communication and efficient time management skills to complete assignments and meet deadlines. This position does not require travel.

Application Process

To apply for this position, applicants must submit a cover letter and resume clearly stating the applicant's interest in and qualifications for the posted position. **Please note:** All required items must be provided prior to the posting deadline for an application to receive consideration.

Please submit a complete application, including all required materials in a single e-mail to: vacancy@glc.org

The application deadline is September 16, 2019. No phone calls please.

About the Great Lakes Commission

The Great Lakes Commission was established in 1955 in part to “promote the orderly, integrated and comprehensive development, use and conservation of the water resources of the Great Lakes Basin.” The Commission is established in state law and operates with U.S. congressional authority. Commission membership consists of the eight Great Lakes states and associate membership for the provinces of Ontario and Québec.

Each Member jurisdiction is represented by a delegation consisting of three to five members who are appointees of the respective governor or premier, legislators or senior agency officials. A board of directors, consisting of the chair of each delegation, serves as the Commission's executive body. In carrying out its initiatives, the Commission works in close cooperation with many partner organizations, including U.S. and Canadian federal agencies, state agencies, local communities, binational institutions, tribal/First Nation governments and other regional interests. Representatives appointed by partner entities participate extensively in Commission activities through a formal Observer program. The Commission is supported by a professional staff in Ann Arbor, Michigan. Learn more at www.glc.org.

Note: The Great Lakes Commission, as an equal opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Great Lakes Commission that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, national origin, religion, age, sex, height, weight, sexual orientation, marital status, partisan considerations or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.