

Posting #21-012CU(E)

Endpoint, Systems Administrator Information Technology Services Term, Full Time (2 Year Term)

Purpose

Reporting to the Manager of Client Services in Information Technology Services (ITS), the Endpoint Systems Administrator is part of the ITS systems team and will primarily provide systems-related and advanced application support to other ITS staff and University IT groups. In particular, the position will provide second-tier support to the ITS Client Services group. Services supported include: virtual server and physical and virtual desktop administration, server configuration and management, user account management, domain name services, and fault monitoring.

As part of the University's commitment to promote in-house progression training, Systems Administrators are part of UNBC's Gateway Progression Plan. The progression plan consists of an education/ certification component, as well as on-the-job training and hands-on experience. The successful candidate will be placed at the appropriate level within the progression plan, and duties and responsibilities will commensurate appropriate to that level.

Responsibilities

- Installation, configuration, and management of Windows and virtual servers in a high availability enterprise environment;
- Automation and orchestration of endpoint systems including new deployments and patching using modern scripting languages and tools;
- Management of a virtual and physical End User Compute environment;
- Monitoring systems, responding to alerts, and diagnosing and troubleshooting systems problems;
- Administration of printing systems and queues on print servers;
- Documentation of configuration and system changes;
- Development of project plans with clear tasks and timelines;
- Management of all end user computer assets using an asset management system;
- Providing direct support to other UNBC technical staff by providing root cause analysis;
- Procurement and decommissioning of end user computer equipment;
- Responding to inquiries and processing work requests from a variety of sources including ITS members, support staff, campus project committees, and general faculty and staff for the purpose of providing technical assistance and support; and
- Mentoring other Systems Administrators in the operation of systems and execution of processes.

Qualifications

The successful candidate will possess an undergraduate degree in Information Technology or a related discipline, together with a minimum of two years of directly related progressive experience with Systems Administration. Possession of a minimum of one relevant certification is required. An equivalent combination of education and experience will be considered.

Working knowledge of the following is required:

- Microsoft Windows end user compute management in a mid-size business or small enterprise
- Ability to write scripts using PowerShell, Bash, Python,
- Physical and Virtual Endpoint Systems automation, (using tools like SCCM, Parallels, VMWare)

Experience in the following is required:

- Basic Networking, including VLANs, DC, DNS, and DHCP
- Macintosh management, Macintosh fleet management, Macintosh troubleshooting
- Ability to write programs and scripts to automate systems administration tasks

The successful candidate will have the ability to work collaboratively with cross functional teams and possesses strong diagnostic and troubleshooting skills. Strong analytical and problem solving skills are also essential to this position. The selected applicant will be able to communicate effectively, both verbally and in writing, and possesses excellent interpersonal skills with an ability to establish effective working relationships with a diverse set of clients, including senior technical staff, support staff, faculty members and students. The successful candidate is a self-starter with the ability to manage changing priorities, meet deadlines and deliver results.

Salary

The entry level of the progression plan commences at a Grade 9 (\$60,202.79 - \$62,701.33) and progresses through to a Grade 13 (\$73,271.01 - \$76,311.88). The starting salary will be dependent upon the successful applicant's qualifications and placement within the plan.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday; however, some flexibility is required, as generally system maintenance occurs during off-hours.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

Please forward your resume and proof of education quoting competition [#21-012CU\(E\)](#) to:
Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by 4:30 pm on Friday, July 9, 2021. Applications will be accepted until the position is filled.