REVISED POSITION ANNOUNCEMENT

The position serves the West Virginia Higher Education Policy Commission whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

**Position Title**  
Senior IT Systems Administrator

**Classification**  
Non-Classified, Exempt, Benefits Eligible

**Date**  
August 6, 2015

**Overview**  
The Administrative Services Division is accepting applications for a Senior IT Systems Administrator to provide senior-level information technology systems management and support.

**Duties and responsibilities**  
Under the general direction of the Executive Vice Chancellor for Administration, provide active directory management for existing IT structure and facilitate future enhancements to the system. Provide Exchange 2013 support for agency staff. Supervise IT Support Specialist and provide guidance and assistance in such areas as user desktop support and networking for PC and Mac based products. Provide assistance with content management system and configuration of video teleconferencing equipment. Provide support of an externally hosted Cisco VoIP phone system. Manage computer equipment inventory including hardware and software purchase acquisitions. Develop, implement and maintain information technology policies for agency employees. Provide ongoing system security analysis and support against current threats.

**Education and experience requirements**  
Bachelor degree in Computer Science, Information Systems or related field and four years of related work experience required. However, any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities will be considered.

*Related experience* required includes Microsoft Windows Server, Microsoft Exchange, Microsoft Windows Active Directory, Microsoft Office Applications, Network Attached Storage and Cisco Call Manager. Well-developed interpersonal, communication, problem-solving, and conflict resolution skills are required.

**Salary**  
Commensurate with qualifications and experience.

**Closing date**  
Applications will be accepted until position is filled. Review of applications begins August 26, 2015.

**Application process**  
Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with “Senior IT Systems Administrator” in the subject line to: hepc.hr@wvhepc.edu.

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**Equal Opportunity/Affirmative Action Employer**

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.