Systems Administrator I

[**Texas State University**](http://www.txstate.edu/)

in San Marcos, TX

[Apply on Institution's Website](https://www.higheredjobs.com/clickthru/redirect.cfm?JobCode=178946388)

Type: Full-Time  
Salary: $4,838.36 - $5,000.00  
Posted: 10/10/2024  
Application Due: Open Until Filled  
Category: [Network/System Administrator](https://www.higheredjobs.com/admin/search.cfm?JobCat=173)



Posting Number: 2025067

Location: San Marcos

Department: Central System Operations

Recruitment Type: Open to All

Job Type: Full-Time

Funding Source

Permanent

Monthly Salary: $4,838.36 - $5,000.00

Job Category: Exempt

Required Qualifications: Applicants must specifically address how they meet these required qualifications to meet the requirements of the position.

* Basic knowledge of Windows Server operating systems (installation, configuration, troubleshooting).
* Basic knowledge of Active Directory and Group Policy Management.
* Experience or familiarity with Microsoft 365 services such as Exchange Online, SharePoint, and Teams.
* Ability to work independently and as part of a team in a fast-paced environment.
* Excellent problem-solving and communication skills.

Preferred Qualifications

* Experience with PowerShell scripting for automation tasks.
* Experience with administration of Active Directory.
* Familiarity with hybrid cloud environments, particularly Microsoft Azure.
* Experience with monitoring tools and performance analysis in Windows environments.
* Bachelor's degree in Computer Science, Information Technology, or a related field (or equivalent professional experience).
* Experience with ticketing systems and documenting technical issues and solutions.

Job Description

General Description Overview  
  
We are seeking an enthusiastic and motivated individual to join the Central Systems Operations team on the Windows Systems team. This position will focus on managing and maintaining Microsoft 365 workloads, ensuring the smooth operation of critical services such as MSSQL, Microsoft 365, and Windows Server environments. This is an excellent entry-level opportunity for someone looking to grow in systems administration, specifically in cloud and Microsoft technologies.  
  
About Us  
  
The Central Systems Operations (CSO) team is responsible for maintaining and supporting the core systems that power the university, including Microsoft 365, Windows Server, DNS, and more. You will be part of a dynamic team, ensuring the availability and reliability of our Microsoft 365 services while gaining exposure to a hybrid cloud environment.  
  
About You  
  
We are looking for someone to join Central Systems Operations Microsoft Administration team, focusing on maintaining our Microsoft 365 environment.

Job Duties

* Assist in the management and support of Microsoft 365 services, including Exchange Online, SharePoint Online, and Teams.
* Perform daily operational tasks for Windows Server environments, including patch management, troubleshooting, and performance monitoring.
* Liaise with cross-functional teams that are stakeholders in the Microsoft 365 ecosystem.
* Collaborate with the team to ensure consistent service availability, security, and performance.
* Participate in cross-training to gain knowledge in other areas within the department, such as networking and automation tools.
* Document system configurations, processes, and procedures for future reference.

Additional Information to Applicants

* If available, please provide a link to your online developer portfolio.
* If selected for an interview, applicants will be required to complete a short take-home assignment.
* Job Location - San Marcos (with hybrid remote option)
* Flexible hybrid work environment with the possibility of full-time remote work.
* Central Systems Operations will not sponsor or transfer visa sponsorship for this position.

Job Open Date: 10/10/2024

Open Until Filled: Yes

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Normal Work Hours Start: 8:00AM

Normal Work Hours End: 5:00PM

Posting Notices

You will be required to electronically attach a resume, cover letter, and list of references to your application.

Legal and Required Notices

Texas State University is an Equal Employment Opportunity/Affirmative Action Employer.  
  
Employment with Texas State University is contingent upon the outcome of record checks and verifications including, but not limited to, criminal history, driving records, education records, employment verifications, reference checks, and employment eligibility verifications.

Why work @ Texas State?

\* Amazing health insurance: various coverage options starting your first day of employment for full-time employees with Texas State paying 100% of the employee premium and 50% for your dependents!  
\* Generous paid time off: vacation, holidays, sick days and many more!  
\* Excellent work life balance resources: mother and family-friendly resources in addition to a comprehensive FREE wellness program  
\* Great training and development opportunities: choose from a variety of classroom and online course offerings, learning resources, certifications, and employee educational support programs.  
\* An inclusive Bobcat community: join our many social networks offered on and off-campus  
\* Retirement peace of mind: TRS pension, retirement plans and voluntary saving options with generous employer contributions  
  
By joining the Texas State Bobcat team, you'll be a part of one of the most beautiful, diverse, and growing universities in the nation.

Related Searches:

* [**Network/System Administrator**](https://www.higheredjobs.com/admin/search.cfm?JobCat=173)