



JOB POSTING

Momentous Institute / Salesmanship Club of Dallas

Title: Network & Systems Administrator

Classification: Full-time exempt

Reporting to the Director of Information Technology, the Network & Systems Administrator is a key position responsible for the maintenance and security of all Momentous Institute / Salesmanship Club of Dallas technology resources. The position requires a broad, sophisticated technical knowledge as well as a strong service orientation and the ability to work as part of a group toward a larger goal.

About Momentous Institute / Salesmanship Club: Founded in 1920 by the Salesmanship Club of Dallas, Momentous Institute offers comprehensive education and therapeutic services to over 5,000 children and family members each year. This direct work with families is amplified through an investment in research and the training of educators, mental health professionals and influencers from around the country.

Momentous Institute offers competitive salary and benefits, and a terrific work environment grounded in the organization's core values of Respect, Stewardship, Innovation, Collaboration and Hope. Momentous Institute was named a *2016 Great Places to Work for Women* and a *2017 Great Places to Work in Texas* by Fortune. Find out more at www.momentousinstitute.org.

Responsibilities

- Deployment and maintenance of all database and server systems.
- Deployment and maintenance of LAN/WAN architecture.
- Programming, deployment and maintenance of all switching and routing resources and equipment.
- Programming, deployment and maintenance of all network power resources (power supply and power distribution units).
- Maintenance of Windows Active Directory infrastructure.
- Deployment and maintenance of Microsoft Office 365/Windows Azure Active Directory infrastructure.
- Test and deploy software applications and systems.
- Design and implement system security and data assurance.
- Design and implement disaster recovery plan.
- Create flowcharts, diagrams, and other documentation with regards to network infrastructure and resources.
- Design, deployment and maintenance of DHCP and static addressing architecture.
- Design, deployment and maintenance of both internal and external DNS architectures.
- Work with organization leadership to develop and deploy both new and existing technology solutions with the aim to further organizational goals.
- Work in partnership with Momentous Institute/Salesmanship Club of Dallas/AT&T Byron Nelson sponsors and vendors on projects that affect the overall design and function of network and system resources.

Qualifications

Education: Computer Science/Information Systems related degree from an accredited college, university, or trade school or equivalent experience and applicable certifications (CCENT, CCNA, MCITP, MCSA, MCSE, Server +, Network +, Security +, etc.)

Experience: Minimum of 4 years of hands-on experience with server and networking technologies including: Server 2008-2016, Exchange Server 2008-2016, SQL Server 2008-2016, Linux Distros, Cisco IOS, Microsoft Office 365, Microsoft desktop applications, iPhone, iPad, Android, advanced networking, and PC and server performance and diagnostic tools.

Required skills:

- Ability to gather and analyze data, reason logically, and draw valid conclusions to resolve technical problems.
- Ability to meet deadlines and manage multiple tasks simultaneously in a professional manner.
- Ability to install hardware and swap out unit/components to meet repair needs.
- Ability to install software and configure server systems.
- Strong knowledge of Windows- and Linux-based server systems.
- Ability to program and deploy networking equipment including but not limited to switches, routers and firewalls.
- Ability to diagnose and troubleshoot routing and switching anomalies.
- Ability to use CAD software to create network documentation.
- Ability to design, deploy and troubleshoot all aspects of a Windows domain and the underlying infrastructure.
- Ability to use PC/Network performance diagnostic and tuning tools.
- Ability to communicate effectively and professionally both orally and in writing.
- Excellent interpersonal skills, including the ability to interact with a wide variety of personalities while managing rapidly shifting priorities.
- Commitment to service and Momentous Institute's core values of Respect, Stewardship, Innovation, Collaboration and Hope. ***Strong service orientation required.***

License/Certificate: Valid Texas driver's license.

**Please send letter of interest and resume to
ITemployment@momentousinstitute.org.**

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a rigorous criminal background investigation, including a check of the National Sex Offender Registry