POSITION TITLE: Lab Administrator

JOB CLASS: Staff SUPERVISOR: Director, Infrastructure Services & Chief Information Security Officer

CLASSIFICATION: Full Time LOCATION: DeLand

SUPERVISORY: No DEPARTMENT: I.T.

POSITION OVERVIEW: The Lab Administrator is responsible to proactively maintain all physical and virtual computing labs, the systems necessary for their reliable operation, and any dependency related peripheral software or hardware that pertain to the Stetson University lab environment.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

Bachelor’s Degree in Computer Science or related field. Strong communication, training, and problem solving skills, with ability to rapidly master new computing technology are essential. This is not an entry-level position; minimum of 3 years’ experience necessary including: Windows XP, 7, 8.1 and MAC OS 10 experience. Candidate must have 3 years progressive management experience preferably in a higher education environment. Ability to install, configure, and repair software and hardware; and advanced knowledge of Windows client and server operating systems required. VMware VCP5-Desktop, A+ or MCSA certifications are desired

- Experience in VMware View hosting VDI environment.
- Bachelor’s degree from an accredited college/university or equivalent work experience.
- Proficient technical skills in various editions of ESX/VSphere platform administration and Windows Server.
- Computer image creation, testing, and management, sysprep, software management, understanding of licensing and license compliance.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Responsible for maintenance of all campus computing labs, including hardware and software preparation.
- Create and maintain images for all computer labs.
- Work collaboratively with all University departments to ensure all software is installed and configured prior to the start of each semester.
- Manage the implementation, configuration, deployment and ongoing support of the VMware vSphere server infrastructure hosting enterprise applications.
- Implement operational strategy and standards, and applied research that align with the firms IT strategy vision and realization including project and budget planning and execution.
- Develop technical and operations standards, procedures, technical documentation and metrics related to VMware vSphere.
- Migrate Physical servers to Virtual machines.
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- Analyze and resolve complex enterprise system hardware and software problems; interface with peer teams and vendors to coordinate solutions; provide on-call 24x7 support as needed.
- Performs other site and position specific functions as assigned.
- Provide support for servers and applications.
- Knowledge of Active Directory, DNS, IIS, NTFS, and networking.
- Manage labstats software

ROUTINE DUTIES AND RESPONSIBILITIES:

In addition to the duties and responsibilities listed above:

- Maintain statistics regarding computer lab usage.
- Maintain an inventory of computer lab hardware and software.
- Produce metrics and status reports to present infrastructure performance and work initiative progress to leadership.
- Administer and maintain the university’s VMWare View environment.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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