

Our Sunday Visitor

Date Posted: October 15, 2009

Job Title: **System Administrator-Curriculum**

Job Summary:

To support the voice/data network and the hardware/software used by the Curriculum Division. This includes MAC and PC desktop products as well as other business software products that the functional departments use on a daily basis. This position will have a dotted line reporting to the Curriculum Division for day to day activities.

Essential Job Functions (*=Non-essential tasks):

- Support and maintain Macintosh workstations and servers
- Support the Curriculum division business software systems and clients
- Support the Design Mac applications: Quark, Photoshop, Illustrator, Acrobat, Pitstop, AdForce, Microsoft Office 2004, Bar Code Pro
- Support Editorial PC applications: Quark, Microsoft Office 2003
- Manage data backups for the Curriculum division
- * Other duties as required

Requirements:

Experience:

- 4 years experience supporting Mac's and OS X
- 4 years experience supporting PC's and Window's environment
- Knowledge of working in cross platform environment
- Knowledge of server technology

Education:

- Associate's or Bachelor's Degree in field of Computer Science
- Apple Certified Technical Coordinator (ACTC) preferred
- Apple Certified Desktop Technician (ACDT) preferred
- Apple Certified Portable Technician (ACPT) preferred

Skills and Abilities:

- Extensive knowledge of Mac OS X
- Extensive knowledge of windows environment
- Working knowledge of Microsoft Networking
- Working knowledge of Active Directory
- Extensive knowledge of PDF technology
- Extensive knowledge of fonts in a cross platform environment
- The ability to keep up on the latest publishing technology and find ways to apply them to our workflow
- Must work with multiple departments in rolling out and supporting technology
- Must be able to accomplish goals with little supervision

****NO RELOCATION WILL BE OFFERED FOR THIS POSITION****

(The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management).