

System & Server Administrator

Overview:

URIFAE is seeking a skilled and experienced system & server administrator to join our Advancement Operations team. The successful candidate will play a critical role in maintaining, securing, and optimizing our server infrastructure, and in continuously improving cybersecurity while reducing enterprise risk to the organization.

The system & server administrator will also help lead the evaluation of all integrated IT tools or proposed tools for the URIFAE IT ecosystem; recommending data integration strategies and resource requirements for ongoing support and administration; and assessing return on investment (ROI). The successful candidate will demonstrate hands-on technical expertise, strategic planning, user support, and leadership skills. This key position reports to the applications director.

This is an exciting opportunity for a talented and collaborative professional to contribute to the growth and maturation of URIFAE. The mission of URIFAE is to inspire and steward philanthropic support benefiting URI and to inform and engage alumni as committed partners of the University, its mission, and traditions. In all its activities, URIFAE strives for core values of transparency, integrity, collaboration, accountability, and respect

Responsibilities:

- **IT Governance & Ecosystem Planning:** Facilitates conversations regarding future state for infrastructure decision-making (Google Workspace vs Microsoft 365). Leads planning for URIFAE IT identify management (active directory), including conversations regarding URIFAE-administered systems and interoperability with URI IT.
- **Enterprise Risk Management:** Implements and maintains security measures to protect servers from unauthorized access, malware, and other security threats. Collaborates with URI IT staff to configure firewalls, intrusion detection/prevention systems, and access controls to safeguard server infrastructure. Conducts regular security audits and vulnerability assessments to identify and remediate potential risks. Leads incident response efforts for URIFAE.
- **Server Installation, Configuration, and Maintenance:** Deploys, configures, and maintains Windows and Linux servers to meet organizational requirements, including print, web, file, and application servers. In collaboration with URI, ensures servers are properly provisioned and configured with necessary system resources. Implements best practices for server setup, including security measures and performance optimization. Implements protocols to monitor server performance, availability, and security using monitoring tools such as Zabbix, Qualys, and similar tools. Performs routine maintenance tasks such as applying patches,

updates, and software patches to servers. Troubleshoots and resolves server-related issues in a timely manner to minimize downtime.

- Cloud Document & Office Productivity Platforms: Assists with infrastructure development, implementation, and ongoing management for modern document sharing and collaboration platform for URIFAE (e.g., Sharepoint/OneDrive or other file system (Box)), including staff training.
- Device Compliance and Security: Ensures devices are compliant with URI IT security requirements. Manages and leads processes related to client, server, and network upgrades as needed to support URIFAE staff. Coordinates upgrades with the least impact to URIFAE operations, including migration to cloud-based services. Facilitates remote VPN staff access and client upgrades with URI to facilitate hybrid and remote workforce (currently about 120 endpoints and 14 servers). Provides backup on-site device support as needed.
- Backup and Disaster Recovery: In conjunction with the University, develops and maintains backup and disaster recovery plans for Windows and Linux servers. Performs regular backups of critical data and ensures backup systems are functioning properly. Tests and validates disaster recovery procedures to ensure business continuity in the event of system failures or disasters. Ensures backups are available as needed in response to disaster recovery URIFAE.
- User Management and Access Control: Coordinates with the URIFAE endpoint manager to manage user accounts, permissions, and access controls on Windows Active Directory and Linux systems. Ensures compliance with company policies and regulatory requirements regarding user access and data security. Provides technical support to users regarding account management and access issues.
- Documentation and Knowledge Sharing: Creates and maintains documentation of server configurations, procedures, and troubleshooting guides. Shares knowledge and expertise with other team members through training sessions, presentations, and documentation reviews.
- Professional Development: Keeps abreast of industry trends, best practices, and emerging technologies related to system and server administration. Shares knowledge and insights with the team and contribute to the overall growth and success of URIFAE.

Qualifications:

- Proficiency in administering Windows and Linux servers.
- Experience with server virtualization, active directory, security, group policy, and DNS.
- Familiarity with cloud computing platforms (AWS, Azure, Google Cloud) is a plus.
- Experience providing support Microsoft 365 applications (SharePoint/OneDrive)
- Familiarity with application system upgrade processes (Cognos).
- Excellent critical thinking skills and attention to detail.
- Effective communication and interpersonal skills, with the ability to work effectively in a team environment.

Education/Experience:

- A bachelor's degree in computer science, information technology, or related field is required.
- At least five years of experience in system administration, with a focus on Windows and Linux server environments is preferred.

If you don't fit all these qualifications, education, or experience, but believe you're still a great fit, feel free to apply and tell us why in your cover letter.

Salary: \$70,000 to \$80,000 based on experience.

Join the URIFAE team!

Join our team of advancement and engagement professionals. This position is on-site (Kingston, RI), with the potential for some hybrid work. We offer competitive benefits, including medical, dental, and vision, generous paid time off, and unparalleled retirement savings programs. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin, age, veteran status, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics or any other characteristic protected by law.

Applications: Email your cover letter, resume, and salary requirements to

URIFAE-hr@etal.uri.edu.