Position Summary:
The Cooperative Institute for Research in the Atmosphere (CIRA) at Colorado State University (CSU) seeks to hire an Administrative Professional to work on-site at CIRA the CSU Foothills Campus on West Laporte Avenue, approximately 5 miles northwest of main campus (office will be at CIRA), and maintain CIRA’s computer and conference rooms located on the Foothills campus and computing equipment located on main campus at the Scott Engineering Data Center (SDC). Specifically, the individual in this position will report to the CIRA IT Manager and provide monitoring and technical support for CIRA computers and network attached storage (NAS) devices. This position requires an individual who is reliable, responsible, ethical, and able to quickly complete tasks with a team and independently with minimal supervision. Under the Fair Labor Standards Act (FLSA) this position is non-exempt and requires work hours to be recorded via online timesheet.

Decision Making:
The individual in this position will make decisions based upon their knowledge of computing technology and will make rapid decisions during times of system failure or outages to enhance/retain service availability. Specific decision-making activities are described as follows:
- share in policy decision-making for user and security policies while abiding by the existing on-campus IT governance structure and college policies;
- set meetings with supervisors and colleagues to evaluate new ideas and workflows to decide which feedback to implement;
- prioritize tasks and determines specific guidelines to meet goals in a timely manner.

Essential Job Duties:
System Administration (50%)
- monitor and manage 5+ petabytes (PB) of network attached storage (NAS) devices, replace aging and damaged equipment as needed, install software and security updates;
- remotely manage and monitor server room equipment, reboot computers and NAS units as requested;
- will be required to adapt to and learn new technology related to computers and system administration;
- manage property and inventory computer equipment.

Infrastructure Support (50%)
- manage CIRA’s conference room computers, audio/video technology (projectors, TV’s, computers) and virtual meeting equipment;
- install and setup rack mount equipment at the SDC; move computer equipment between CIRA and the SDC;
- monitor and manage office and CIRA computer room universal power supplies (UPS’s);
- support local and virtual meetings/conferences on and off-site by troubleshooting and providing IT expertise.

Required Qualifications:
Please detail each of these items in your cover letter.
- Bachelor’s degree in Computer Information Systems, Computer Science, or related field plus 2 or more years of experience supporting IT Systems and services for multiple users OR 6 or more years of experience supporting IT Systems and services for multiple users;
- experience working collaboratively in a team environment;
- experience troubleshooting conference room electronics and virtual meeting software including GoToMeeting, Microsoft Teams, Zoom, and/or Google Meet;
- must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date;
- Must be legally authorized to work in the United States by the proposed start date because CIRA will not sponsor a visa for this position;
- Must be able to bend and lift up to 25 pounds on a frequent basis without assistance;
Must be reliable, responsible, ethical, and able to quickly complete tasks with a team and independently with minimal supervision.

Preferred Qualifications:
Please highlight applicable preferred qualifications in your cover letter.
- Bachelor’s degree in Computer Information Systems, Computer Science, or Engineering;
- experience managing Windows and Mac computing desktops;
- experience in computer programming (shell scripting, python);
- experience troubleshooting computer hardware issues (network, printer and/or video issues);
- experience automating routine tasks through scripting, programming, or other tools;
- experience using the command line on Linux systems;
- experience with equipment in computer rooms or computing data centers;
- demonstrated strong analytical, problem-solving and logical troubleshooting abilities.

Annual Salary: $50,000 – 60,000 commensurate with experience and qualifications

Background Check:
Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

Commitment to Diversity and Inclusion:
Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

Application Deadline and How to Apply:
Applications will be accepted until the position is filled; however, to ensure full consideration applications should be submitted by 11:59 PM MT on Sunday, December 5, 2021. References will not be contacted without prior notification of candidates. Apply electronically by clicking “Apply to this Job” at the following website: https://jobs.colostate.edu/postings/95832. NOTE: In your cover letter, please specifically address the required and preferred qualifications of this position. A cover letter that fails to address the required and preferred qualifications of this position may not be further considered after review by the search committee.