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Technical/Support III
IT Administrator
25-105

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Position Summary:
The Cooperative Institute for Research in the Atmosphere (CIRA), located on the Foothills Campus of Colorado State University (CSU), approximately 5 miles northwest of CSU's main campus, seeks to fill a Technical/Support III position to provide technical support to the administrative and research staff located at CIRA. Specifically, the individual in this positon will report to the CIRA IT Manager and provide technical IT support for CIRA's windows systems, conference rooms electronics, and computer rooms located on the CSU Foothills Campus and the Scott Data Center on CSU's main campus. This position is fully on-site and does not offer telework. The individual in this position will be required to work onsite at CIRA in Fort Collins. Under the Fair Labor Standards Act (FLSA) this position is non-exempt and requires compensable hours to be tracked and documented via an online timesheet.

Decision Making:
Tasks are varied and moderately complex and include formulating, interpreting, implementing, and/or following federal and state laws and university policies and practices. The individual in this position will use solid judgment and discretion and maintain a high level of professionalism. On a daily basis they will assess incoming requests for urgency and prioritize work to match deadlines and critical needs. They also will use established policies and procedures to solve routine, well-defined problems.

Essential Job Duties
System Administration (50%)
- manage and monitor server room equipment, reboot computers and NAS units as requested;
- provide basic IT support including maintaining printers and copiers;
- maintain CIRA's poster printer (EPSON); includes printer posters for research conferences;
- manage property and inventory of computer equipment at CIRA and the Scott Data Center;
- assist the CIRA Windows System Administrator with CIRA domain access and basic PC/laptop setup;
- purchase IT equipment through shop catalogs and other vendors, including managing stock of printer supplies, monitors, and general IT accessories (mice, keyboards, adapters, etc.);
- maintain and troubleshoot CIRA helpdesk site (FreshService software) and CIRA Slack workspace;
- manage yearly software subscriptions and maintenance contracts.

Infrastructure Support (50%)
- manage CIRA's conference room computers, audio/video technology (projectors, TV's, computers) and virtual meeting equipment;
- monitor and manage office tech equipment and CIRA office/computer-room universal power supplies (UPS's);
- provide IT support for local and virtual meetings/conferences on and off-site; includes creating event wifi networks for visitors;
- assist the CIRA Windows System Administrator with system upgrades and new installations;
- assist IT leadership with Computing Data Room organization at CIRA and the Scott Data Center, move/install servers and network switches;
- surplus computing equipment, supplies, and furniture;
- monitor and manage CIRA inventory.

Required Qualifications:
In your cover letter, please specifically address EACH required qualification as it relates to your experience.
An application without a cover letter that addresses each of the required qualifications for this position will not be considered further.
- Bachelor's degree in science, business or liberal arts or related field;
- minimum of 1 year experience working in a professional office environment;
- experience working with IT equipment in computer rooms, computing data centers, and/or conference rooms.

- knowledge of virtual meeting software such as Teams, GoTo, and Zoom;
- experience working collaboratively in a team environment;
- success adapting to and learning new technology related to computers and system administration;
- valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the start of the position;
- Ability to lift objects that weigh 30 pounds several times per week, and sometimes multiple times in one day. The individual in this position will have access to a dolly, but rarely will receive assistance from a fellow colleague.
- Must be legally authorized to work in the United States by the proposed start date. CIRA will not sponsor a visa for this position.

Preferred Qualifications:
In your cover letter, please specifically address the applicable preferred qualifications for this position. A cover letter that fails to address the preferred qualifications for this position will not be considered further after review by the search committee.
- experience trouble shooting computer equipment in computer rooms, conference rooms and/or computing data centers;
- excellent communication skills (written and verbal);
- experience managing Windows and Mac computing desktops;
- demonstrated strong analytical, problem-solving and logical troubleshooting abilities.

Annual Salary Range: $50,000-$60,000

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.

Application Deadline and How to Apply:
For full position announcement and to apply, please click "Apply to this Job" at the following website: https://jobs.colostate.edu/postings/165229. **Application Deadline: 11:59 PM MT on Friday, August 29, 2025.** **Applications must be submitted via online portal.** We will not accept materials sent via email or other mode. **NOTE**: In your cover letter, please specifically address the required and preferred qualifications of this position. A cover letter that fails to address the qualifications of this position may not be further considered after review by the search committee. Likewise, an online application with a generic cover letter or missing a cover letter, and/or an application that does not include current/correct reference contact information may not be further considered after review by the search committee.