



**American Samoa Community College
Management Information System
EMPLOYMENT OPPORTUNITY**

Position Title: System Administrator
Employment Status: Full Time/12 months (Career Service)

General Description:

The System Administrator (SA) reports directly to Chief Information Officer (CIO) of the Management Information System (MIS) Division for the American Samoa Community College (ASCC). The System Administrator (SA) is responsible for the management, maintenance and support for the server infrastructure of ASCC. The SA also provides support and security for servers and assists in creating and maintaining the certain policies for ASCC systems. Finally, the SA will work closely with the CIO in managing the Colleague software system servers and assist in providing support for its applications.

Responsibilities and Duties:

- Oversee management, maintenance, security and support of ASCC servers.
- Perform software updates, firmware updates, hardware maintenance, troubleshooting, system backups, environmental controls, and security program management (extends to systems and networks managed by these servers).
- Manage Ellucian Colleague applications and servers.
- Create and maintain infrastructure documentation, server diagrams, disaster recovery procedures, etc. in accordance with Security Program (Security Frameworks).
- Build and manage systems to improve site operations (Infrastructure Design).
- Manage servers running Windows, Linux, Solaris, software defined storage, and general cloud computing principles.
- Perform miscellaneous job-related duties as assigned by the CIO.

Minimum Qualifications:

- Bachelor's Degree in Computer Science from an accredited community or technical college or university, or equivalent combination of relevant education and experience.
- At least 2 years of experience; 6 years relevant experience without BA degree (relevant may include work experience, as well as time spent towards a college degree and/or certification in the Computer Science field).

Salary: \$28,995.00 per annum.

Application Deadline: Open until filled.

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 466 or email ascchumanresources@amsamoa.edu, Lipena Samuelu at l.samuelu@amsamoa.edu or Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu.

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