



**American Samoa Community College**  
*Management Information System's Office*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** System Administrator  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

The System Administrator (SA) reports directly to the Information Officer (IO). The SA is responsible for the management, maintenance and support for the server systems of ASCC. The SA also manages disaster recovery for all systems as defined by MIS, and assists in creating and maintaining policies for ASCC systems. The SA also works closely with the IO in managing the software system servers and assist in providing support for its applications.

**Job Duties and Responsibilities:**

***Technical***

- Oversee management, maintenances, security (including backup and recovery) and support for ASCC servers. Includes, but not limited to, software updates, hardware maintenance, troubleshooting, system backups, and security management. This also extends to systems and networks managed by these servers.
- Assist in providing support and security for all application and shared resource server systems. This includes managing SSL certificates, campus antivirus, system/network monitoring software, windows update services, ticketing software, and shared folders
- Ensure that all applications and services hosted off campus have minimal to no downtime and provide information to hosting representatives when appropriate to resolve issues. This includes the ASCC Website, Compliance Assist, Moodle, Google Workspace (e-mails, etc.), and Colleague Saas.

***Reporting***

- Assist IO in drafting policies for ASCC technology, including computer and server purchasing, maintenance plans, institutional computer replacement/disposal plans, systems development life cycle plans, risk assessment plans, continuous monitoring plans, and disaster recovery plans.
- Maintain and update minimum hardware and software specifications for the ASCC server systems, server diagrams and server documentation
- Provide reports to IO as needed as well as monthly reports on the status of projects, plans and ASCC systems.

***Planning***

- Meet with IO to plan maintenance, upgrades, and implementation of plans
- Perform miscellaneous job-related duties as assigned by the IO

**Minimum Qualifications:**

- Bachelor Degree in Technology or related field
- Two years experience in direct field

- Six years experience without Bachelor degree; may include work experience, as well as time spent towards a college degree and/or certification

**Salary:** GS-15/08-10: \$28,995.00 - \$31,075.00 per annum

**Application Deadline: February 7, 2022 no later than 4:00pm**

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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