

OPEN POSITION

**Sr. Systems Administrator
Information Technology**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Senior Systems Administrator in the Society's Providence, RI headquarters. The Senior System Administrator designs, installs, administers, and optimizes company servers, systems software, and related components to achieve high performance for various business applications. This person will be the primary administrator of our Microsoft Exchange environment and VMware Infrastructure.

Come and be part of an extraordinary collection of talent who support the Society's Computing Services.

RESPONSIBILITIES:

- Manage both Microsoft Exchange environment and VMware infrastructure including: installations, upgrades, troubleshooting, patching, backup and recovery, development and documentation of procedures
- Forecast additional memory, disk space or processors needed for the virtual environment to ensure optimal performance
- Monitor, analyze, and predict trends for storage equipment performance, space allocation, and data growth to recommend enhancements
- Plan required maintenance to provide a stable and reliable environment
- Analyze problems to develop solutions involving computer hardware and software
- Consult with users, management and vendors to determine computing needs and system requirements
- Manage multiple projects, activities and tasks simultaneously
- Respond to customer requests via a help desk system
- Continue activities that provide for technical growth

QUALIFICATIONS:

Expert knowledge and experience in several of the following areas is desirable:

- Extensive Microsoft Exchange (2013) design and administration experience
- Extensive Active Directory design and administration experience
- Multisite VMware, vSphere & vCenter management and administration
- Storage provisioning, management, and backup; ability to assess storage needs and provide solutions
- Design, implementation, monitoring and management of Windows servers
- Strong scripting skills for custom tools and reports (PowerShell, Perl, etc.)
- UNIX operating systems (Red Hat) experience is a plus
- LAN/WAN networking experience, Firewall and IDS/IPS administration, VoIP experience is a plus
- Strong analytical skills as well as excellent project management skills, attention to detail, written, verbal and communication skills

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Computer Science (or equivalent) required
- Ten years of relevant hands-on system administration experience in an enterprise IT environment (Breadth of experience will be strongly considered)

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://home.eease.adp.com/recruit/?id=14208731>