Career Services

Position Posting

Posting Date 08.30.2017 **Posting Number:** 17-240
Removal Date 09.30.2017

Job Title: Junior IT System Administrator

Company Description: **Integrity Applications Inc., Beavercreek OH**

Internship [ ] *Part-time Position [ ]* *Full-time Position [x]*

Postings remain active only thirty (30) days.

Employer: **Integrity Applications Inc., Beavercreek OH**

Contact Person: https://www.ohiodiversity.com/job/detail/27295632/Junior-IT-System-Administrator?frame=1

Duties: **Integrity Applications Incorporated (IAI) is a software and system engineering company headquartered in Chantilly, Virginia with offices nationwide. We are always looking for bright, innovative and talented people to join our team of highly skilled professionals. IAI offers challenging work, competitive salaries, an incentive bonus program and top notch health and welfare benefits for you and your family.**

IAI is looking for a motivated Junior IT systems administrator to support our growing facility in Beavercreek, OH. The successful candidate will be responsible for supporting and assisting in the maintenance of unclassified and secure personal computer systems, databases, telephones, copiers, and general computer/network troubleshooting. Since the IT systems administrator will also perform similar work in support of IAI's customers, either on customer site or IAI site, it is imperative that the successful candidate have the ability to multi-task, work closely with customers, understand their operations and needs, and work around customer operations. There will be some travel included to other IAI offices on an as needed basis.

Duties
* Install, maintain, troubleshoot, and repair various computer equipment, peripherals, and data communications and network systems;

* Assemble, install, configure and test computer equipment;

* Maintain software and hardware inventory and tracking systems;

* Perform preventive maintenance and update maintenance records;

* Address user problems as they are reported through the trouble ticket system;

* Track progress on resolving tasks and follow-up as needed;

* Assist with the analysis and resolution of end user requirements;

* Maintain user accounts and databases;

* Research pricing for equipment and supplies in consultation with IT Manager and prepare purchase orders;

* Communicate effectively with a wide range of people, including fellow employees, external customers, and suppliers; and

* Perform other office related duties as required.

Education
* Associates degree, technical education or 1-3 years of related work experience or equivalent combination.

* Bachelor's degree and related work experience are preferred.

Certifications
* Must have Security+ certification or become Security+ within 6 months

* Must have or must be willing to pursue certification requirements outlined in DoD Directive 8570.01-M for Information Assurance Technician Level 3 and Information Assurance Manager Level 2

Required Skills
* Minimum 1-3 years Windows systems administration.

* Have the background to perform as an ISSO/ISSM for all DSS systems

* Experience with Microsoft Windows and Linux systems support.

* Ability to understand and use advanced computer functions.

* Proven organizational skills, attention to detail and problem solving skills.

* Demonstrated ability to respond in a flexible manner and to re-prioritize work as situations change.

* Ability to work independently with minimal supervision.

* Ability to handle confidential information.

* Consistently demonstrate professional, positive and approachable attitude/demeanor and discretion.

* Willingness to work flexible hours when required.

* Work well under stress during peak workload periods.

* Ability and willingness to share knowledge

* Detail-oriented, with proven time management and organization skills (including the ability to engage in multiple tasks and meet deadlines/standards)

* Be a positive role model and have the ability to work independently and in conjunction with co-workers of all levels

* Individual thinker with the ability to identify and drive new/uncharted solutions within the organization

* Strong analytical and problem-solving skills

* Ability to work with matrix partners without direct supervision and ability to work in a matrix environment

* Ability to move or re-locate computer equipment and be able to lift 30+ pounds.

Desired Skills
* Ability to perform analysis of network security, based upon the DCID 6/3, DITSCAP, DIACAP, and NISPOM Chapter 8 certification and accreditation process; advise customer on IT certification and accreditation issues

* Database management skills with ability to produce reports.

* Web page maintenance and development.

* Microsoft Windows and Linux administration.

* Digital PBX phone switch operation.

* MAC OSX familiarity or administration.

* Familiarity with web page administration.

* Cell phone management and support.

* Basic scripting (PowerShell).

* Willingness to learn new skills and take on new job responsibilities.

Security Requirements:
Must be able to obtain a TS/SCI clearance. Candidates with active TS/SCI clearances preferred.

Integrity Applications Incorporated is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other factor protected by law.

Salary: TBD