Western Seminary

Systems Administrator 1 – Portland

Hours: 40 hours per week (1.0 FTE), Exempt

Accountability: Reports to Director of Information Technology/Information Services

Position Summary: Under the general direction of the Director of Information Technology, the Systems Administrator is responsible for the secure and efficient operation of the organization's IT infrastructure. This role emphasizes cybersecurity, cloud services (particularly Microsoft Azure), and network administration using Cisco technologies. The Systems Administrator supports daily operations, contributes to strategic IT planning, and ensures systems are compliant, resilient, and scalable.

Essential Functions:

- Manage and secure network infrastructure including Cisco routers, switches, Arista firewalls, and VPNs.
- Administer Microsoft Azure environments including virtual machines, identity management, and cloud security configurations, InTune deployments,
- Implement and maintain cybersecurity protocols in alignment with Security+ standards.
- Monitor and maintain system backups, disaster recovery plans, and business continuity procedures using tools such as PRTG, and Manage Engine.
- Provide Tier 2/3 support for end-users and escalate issues as needed.
- Assist in the development and enforcement of IT policies, procedures, and security standards.
- Conduct regular vulnerability assessments and patch management.
- Maintain documentation for systems, configurations, and procedures.
- Participate in IT audits and ensure compliance with internal and external security requirements.
- Collaborate with cross-functional teams to assess business needs and recommend secure technical solutions.
- Mentor junior IT staff and contribute to team development.
- Participate in hardware/software evaluations and implementations.
- May be required to participate in on-call rotation for after-hours support.
- Perform other duties as assigned.

Qualifications:

- Preferred Certifications
    - CompTIA Security+
    - Cisco Certified Network Associate (CCNA)
    - Microsoft Azure Administrator Associate

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- Experience
  - Minimum of 5 years in systems or network administration with a focus on security and cloud technologies.
  - Proven experience managing Cisco network environments and Microsoft Azure services.
- Skills
  - Strong understanding of cybersecurity principles and best practices.
  - Proficiency in network troubleshooting and performance optimization.
  - Excellent organizational and multitasking abilities.
  - Strong communication and interpersonal skills.
  - Ability to lift up to 30 lbs.
- Education
  - BA/BS in Computer Science, Information Systems, Cybersecurity, or related field.
- Other
  - Commitment to professional ethics and confidentiality.
  - Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.