SYSTEMS ADMINISTRATOR

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a **full-time Systems Administrator**. Reporting to the Data Communications Network Manager and the Assistant CIO, the System Administrator will be responsible for supporting and maintaining the College’s computer operations to ensure continued systems connectivity and maximum performance. Install, maintain, and support the College’s information technology systems. Provide technical assistance and support of the College’s Computer Operations and Systems. Identifying, evaluating and selecting the hardware and software needed to provide solutions; providing telephone, face-to-face and online support to users. Provide first-level network troubleshooting; working with the Data Communications Network Manager on network-related projects as appropriate; staying current with developments in uses of information technology through membership in professional organizations and attendance at conferences/trade shows. Will perform other related duties as assigned.

Minimum of an Associate’s degree in Information Systems or related field with a minimum of three years of experience in systems administration support required. Various Cisco Systems and Microsoft Certifications a plus. Technical certifications also preferred. Experience with local area networks and servers including installation and troubleshooting is required. Good verbal and written communications skills, demonstrable customer service skills, and proven success working in a collaborative setting are essentials. Must also have experience with Intel processor-based personal computer use and support; Microsoft Windows and Office; and a wide range of applications software. Prior experience with Ellucian (formerly Datatel) and Business Objects or other higher education software preferred.

**TO APPLY:** Send letter of application, resume, salary requirements and three references to:
Department of Human Resources
70 Sip Avenue, Third Floor
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

HCCC IS AN EEO/AA EMPLOYER