



# JOB POSTING

**Date:** June 8, 2022

**Competition:** # 22-47A

---

## APPLICATIONS ARE INVITED FOR THE FOLLOWING REGULAR FULL-TIME POSITION

**Position:** Systems Administrator, Server & Security

**Division:** Technology Services

**Location:** New Westminster Campus

**Reporting To:** Senior Manager, Information Technology

---

### Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

### Summary:

The Systems Administrator role is to implement, administrate, secure, and support the organizations backend systems including communication, collaboration, identity and access management, server, and storage infrastructure. This includes ensuring the high availability and security of the organization's servers, virtualization, cloud, unified communications, and process automation.

### Primary Responsibilities:

- Administer, and support the organization's information technology systems and platforms by:
  - Assisting in developing a technology architecture and plan for appropriate technology, including servers, inventory, patching, security, and remote access;
  - Monitoring and reporting on the performance of core IT systems, identifying issues and implementing corrective measures;
  - Maintaining the integrity and security of JIBC's IT systems and platforms;
  - Providing technical expertise, advice and consultation to peers and others, regarding IT systems;
  - Providing technical support and problem resolution;
  - Managing project delivery related to implementing technology;
  - Maintaining a comprehensive library of relevant documentation and procedures related to IT systems;
  - Implementing and maintaining change management disciplines in relation to the organizations IT systems;
  - Providing project management for the upgrade, migration, and implementation of IT systems;
  - Enforcing change management and compliance processes;

- Providing 2nd and 3rd level support to the Service Desk and Technology Service team.
- Provide strategic direction for the development, enhancement and maintenance of JIBC's IT systems infrastructure to support the strategic business needs of the organization;
- Participate in incident and disaster recovery planning, testing and response;
- Provide project management for a variety of IT infrastructure initiatives;
- Other related duties, as assigned.

### Qualifications & Requirements:

#### Education & Experience:

- Bachelor's degree in Information Systems, Computer Science or an acceptable equivalent combination of education and experience;
- Relevant technology certifications - Microsoft MCSE, MCITP, or MCSA; Security+; or other related certifications;
- Five or more years of experience designing and maintaining desktop and server IT systems;
- Five or more years experience designing and maintaining SCCM, Exchange, SharePoint, Active Directory, virtualized servers, and Unified Communication systems;
- Five or more years experience setting up, configuring and upgrading server hardware and systems;
- Two or more years experience implementing and practicing ITIL based processes;
- Three or more years supporting virtual server platforms, for example VMWare, Hyper-V, etc.;
- Three or more years managing SaaS platforms, for example Microsoft 365, Google Workspace, etc.

#### Knowledge, Skills & Abilities:

- Thorough knowledge of MS Active Directory, Azure Active Directory, and PowerShell scripting;
- Excellent project and time management skills;
- Solid understanding of service management best practices;
- Strong analytical, interpersonal and organizational skills;
- Outstanding customer service skills.

**We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.**

**Salary Range:** \$66,749 to \$76,241 annually (BCGEU Salary Grid 25) based on a 35 hour work week

**Posting Date:** June 8, 2022

**Closing Date:** June 29, 2022

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #22-47A, via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Please feel free to contact Jordan Osiowy ([josiowy@jibc.ca](mailto:josiowy@jibc.ca)) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

