



**Job Title:** IT Operations Specialist / System Administrator

**Overview:**

Western Wayne Schools in Cambridge City, Indiana, is actively seeking a skilled and motivated IT Operations Specialist / System Administrator to join our team. As an IT Operations Specialist / System Administrator, you will play a critical role in maintaining the smooth operation of our technology infrastructure. The position requires a strong understanding of IT operations, server management, and a proactive approach to problem-solving.

**Responsibilities:**

1. **Server Management:**
  - a. Administer and maintain both physical and virtual servers running on VMWare and Scale Computing platforms.
  - b. Ensure the reliability, security, and optimal performance of the server infrastructure.
2. **Desktop Support:**
  - a. Provide technical support for Windows laptops and desktops, as well as Chromebooks.
  - b. Troubleshoot and resolve hardware and software issues for students, faculty, and staff.
3. **Network Administration:**
  - a. Maintain and optimize networking and WiFi systems.
  - b. Collaborate with the technology team to ensure a secure and efficient network environment.
4. **IT Operations:**
  - a. Oversee day-to-day IT operations, ensuring the functionality of technology resources.
  - b. Participate in the development and implementation of IT policies and procedures.
5. **Inventory Management:**
  - a. Maintain an accurate inventory of technology assets.
  - b. Implement and optimize an efficient tracking system for assets.

**6. Collaboration:**

- a. Work closely with various departments and vendors to streamline IT processes.
- b. Collaborate with the IT team to support technology integration initiatives.

**7. Documentation and Reporting:**

- a. Maintain detailed documentation on IT processes and procedures.
- b. Generate regular reports on IT operations status and performance.

**Preferred Qualifications:**

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- 3+ years of experience in IT operations, server management, and desktop support.
- Proficient in Windows and Chrome environments.
- Experience with VMWare, Scale Computing, and Ruckus networking.
- Strong problem-solving and troubleshooting skills.
- Excellent communication and interpersonal skills.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Prior experience in an educational setting is a plus.

**Salary:**

- Western Wayne Schools will offer a competitive salary and benefits package that is commensurate with qualification and experience. The annual contractual length for this position is 260 days.

**How to Apply:**

- Interested candidates should express their interest in this position by sending an email to Mr. Benjamin Burris, Director of Technology, at [bburris@wwayne.k12.in.us](mailto:bburris@wwayne.k12.in.us) and to Mrs. Robin Hokey, HR Director, at [rhokey@wwayne.k12.in.us](mailto:rhokey@wwayne.k12.in.us). Additionally, applicants are required to submit their applications on Appli-track at Western Wayne Schools Employment Page, under "Staff" and "Employment," then click on "Appli-track online applications."
- The application deadline is November 29, 2023, and interviews will be scheduled thereafter.

**Timeline:**

- Vacancy posted on Tuesday, November 14, 2023.
- Vacancy notice email to all Western Wayne Schools staff on Tuesday, November 14, 2023.