



**INTENT TO EMPLOY**

Posting Date: April 2, 2020

Closing Date: May 4, 2020

**POSITION:** Systems Specialist

**POSITION AVAILABLE:** May 2020

**REQUIRED QUALIFICATIONS:**

- Associate Degree from a regionally accredited institution and ten (10) years' experience of Windows information technology support or Bachelor's Degree in Computer Science or similar area of study from a regionally accredited institution and five (5) years' experience in Windows information technology support
- Demonstrated experience in installing, configuring, and managing Windows Server Systems (Server 2008 or greater)
- Management experience working with Windows operating systems (Windows 7 or greater)
- Effective written and oral communication skills

**PREFERRED QUALIFICATIONS:**

- Three (3) years' experience of Windows information technology support within an educational environment
- Experience with Microsoft Azure infrastructure, including but not limited to virtual machines
- Management experience working with VMware
- Experience in network support
- Microsoft certification (MCITP): Any product
- Any Microsoft Azure certifications

**SALARY SCHEDULE PLACEMENT:** Range of \$52,011 - \$80,225 based upon the Alabama Community College System and Shelton State Community College Salary Schedule C3-2 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

**JOB DUTIES AND RESPONSIBILITIES:**

- Provides technical support for all servers
- Provides technical support for various operating systems
- Install, configure, manage, and support Windows and Exchange servers
- Troubleshoots IT problems and issues
- Provides technical support for the college's existing local Microsoft SQL databases.
- Provides technical support server applications including but limited to Active Directory, Group Policy, O365/Exchange, VEEAM backups, SAN storage, print management, SCCM / Intune, VMware, VOIP phones
- Assist with informational technology service monitoring, asset management, backup/recovery, and business continuity functions

- Ability to develop and maintain scripts using languages such as PowerShell
- Manage licenses renewals and upgrades for systems and software
- Assist with planning and implementing systems and software upgrades
- Assists in network maintenance such as DNS, routers, switches, and firewalls
- Ability to communicate the design and implementation of software systems
- Continually strive to automate and enhance information technology operations by identifying areas of improvement, writing scripts, documenting the environment and processes
- Respond in a timely and professional fashion to help desk requests and take the initiative in providing quality support to the customer
- Establish a good working relationship with vendors
- Establish a good working relationship with end users and other Information Technology Services staff professionals
- Work continuously to prioritize, follow through, and meet deadlines in a fast-paced environment while providing excellent customer service
- Ability to communicate (orally and written) effectively with technical, non-technical staff, and customers/stakeholders as needed or directed
- Ability travel to support sites in Alabama when needed
- Ability to travel for professional development
- Ability to work flexible hours as needed
- Require strong problem-solving capabilities, good communication skills and the ability to multitask
- Assist in monitoring and evaluating informational technology equipment priorities and needs for administrative and instruction on a college-wide basis
- Provide time and effort to document procedures as required
- Demonstrate knowledge of computer operating systems and networking
- Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off campus
- Participate in staff, team, and committee meetings as assigned
- Complete assigned projects in a timely and systematic manner
- Communicate to other divisions appropriate items of information
- Work effectively as a team member
- Work independently, when necessary, on difficult and complex tasks
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense for all in-person interviews.

**APPLICATION REQUIREMENTS:** A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ Copies of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned that demonstrate that the applicant meets the educational requirements for this position. If employed, official transcripts must be received in the Office of Human Resources prior to the employment start date.

**Application materials must be mailed, emailed, or hand delivered to the following:**

Office of Human Resources  
Room 3605  
Shelton State Community College  
9500 Old Greensboro Road  
Box 238  
Tuscaloosa, AL 35405  
[hr@sheltonstate.edu](mailto:hr@sheltonstate.edu)

**No faxed applications will be accepted. If you have questions, please call 205.391.2272.**

**APPLICATION DEADLINE:** The deadline for submitting all application materials to the Office of Human Resources is **May 4, 2020 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY  
WORK EXPERIENCE VERIFICATION:**

**Meeting Minimum Requirements:** For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

**Salary Calculation:** For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in

determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

**EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:**

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.