



WEST VIRGINIA STATE UNIVERSITY

Information Systems Manager Information Technology

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is looking for a quality-oriented candidate for the position of System Administrator in Information Technology. This is a non-classified, non-essential, FLSA exempt, full-time, benefits eligible position. This position assists the Director of Information Technology.

Responsibilities for the Information Systems Manager

Job Overview: This position will work as part of the Information Technology team to help organizing, modifying, and supporting a company's computer and server systems.

Duties would include:

- Develops information technology resources, providing for data security and control, strategic computing, and disaster recovery.
- Plans and oversees the installation of all new hardware and software.
- Resolves issues related to a unit's hardware/software support or data management.
- Use critical thinking to analyze problems and systems effectively.
- Manages all backup, security, and user help systems.
- Provide backup and support for the IT Data Network Manager.
- Other duties and responsibilities as assigned.

Requirements for the Information Systems Manager

- A Bachelor's degree in Information Systems or a related field and at least 3 years of progressively responsible work experience in systems management. Additional years of experience may be substituted for the required education on a year for year basis.
- Applicant must be familiar with Microsoft Windows Operating Systems, including desktop and Server operating systems and must be familiar with Linux operating systems.
- Must possess basic network knowledge and understanding of DHCP, DNS, LDAP, Active Directory.

Salary Statement

Salary is commensurate with experience

To Apply

In order to be considered for this position, applicants are required to submit a resume, cover letter, copies of transcripts and the names and email addresses or phone numbers of three professional references by **October 6, 2022**. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by HR at hr@wvstateu.edu