

We're Hiring:

IT Systems Specialist

Hiring Range:
\$58,539 - \$66,902

For a full list of essential functions, knowledge, skills & abilities, please go to ridetherapid.org

Application Deadline:

This position will remain open until filled

How to Apply:

Submit resume to recruiting@ridetherapid.org
OR apply online at ridetherapid.org/jobs

THE RAPID IS AN EEO EMPLOYER:
WOMEN, MINORITIES, AND VETERANS
ARE ENCOURAGED TO APPLY



Position Summary:

The IT Systems Specialist will be responsible for the configuration and management of server infrastructure and managed services for The Rapid. This position will also provide support to the Network Administrator, lead or support IT projects related to implementing new technologies or replacing existing infrastructure or software.

Essential Functions:

- Configuration and management of computer systems, servers, and virtualization.
- Troubleshoot hardware and software errors by running diagnostics, working with vendors, and documenting problems and resolutions.
- Regularly analyze and upgrade systems as needed; recommend replacement schedules based upon hardware and software performance and useful life.
- Manage backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Maintain network security measures using access controls and antivirus software to protect data, software, and hardware.
- Configuration and management of Office 365 email accounts, applications, and data.
- Troubleshoot issues and outages, including support after hours as needed.
- Support the help desk by ensuring tickets related to server or workstation infrastructure, applications, or equipment are resolved in a timely manner.
- Ability to work well in a team environment and communicate effectively and professionally with internal staff and external partners.
- Perform additional duties as assigned.

Skills & Abilities:

- **Education:** Bachelor's Degree (four-year college or university), however, demonstrated background and aptitude to work in an IT environment may substitute for school experience.
- **Experience:** Three to five years of related experience supporting server hardware, software, and/or managed services. Working knowledge of virtualization, VMWare, or equivalent is preferred.