



<b>Job Title:</b> Systems Administrator	<b>Reports to:</b> Head of IT Head of Campus, Cork
<b>Location:</b> Griffith College, Cork campus	<b>Job Type:</b> Permanent, full time

**Job Summary:**

We are looking for someone who is interested in working in a challenging environment. The necessary support will be provided to meet those challenges. This role represents a great opportunity to expand your technical skills in a hands-on role with great scope for personal growth. Working in our Cork campus, and supported by our senior team in Dublin, we will give you the opportunity and freedom to plan and implement changes and improvements to all areas of technology in the College. We want you to grow your own skills whilst improving the services we offer. You will work with our Dublin team sharing ideas and knowledge, learning from one another with access to all areas of systems administration across desktop and hardware support, security, Linux and Windows, networking and infrastructure etc. This role offers both freedom and responsibility whilst benefiting from mentoring from senior staff as you develop.

**Job Responsibilities:**

- Help desk support and systems administration for all IT requirements of the College in our Wellington Road, Cork campus.
- Administration of active directory, group policies, Office 365, Sharepoint, MS DHCP & DNS, terminal services.
- Maintenance of physical network environment including servers, switches, routers, firewalls, racks, patch panels, etc
- Maintenance of classroom A/V equipment (PCs, projectors, control systems)
- Application of security updates and patches to servers and clients as required
- Resolving operational problems relating to servers, PCs, printers, data communications, application software, etc.
- Development and maintenance of data/service availability systems including backup & failover systems.
- Configuration and deployment of servers and desktops.
- Disaster recovery planning and testing.
- Monitoring and measuring operational performance (for e.g. with graylog, netdata, nagios etc.)
- Maintenance of and development of in house scripts (for e.g. powershell)
- Administration & maintenance of telephone system.
- Document tasks, policies and SOPs.
- Prepare operational reports as required.



**Working environment:**

- Windows & Linux servers.
- Student network consisting of 65+ Windows 10 PCs (some dual boot with OSX).
- Staff network of 30+ Windows 10 PCs.
- Cisco switches and Fortinet firewalls
- Classroom A/V equipment including Panasonic & Hitachi projectors, Extron and Crestron control equipment.
- Any other duties that fall within the employee's capabilities.
- Must be legally entitled to work full time in Ireland for any employer.

**Minimum Education/ Experience Requirements:**

- Excellent customer service & communication skills
- Strong organisational and problem solving skills.
- Excellent written and verbal English-language communications
- Flexible team player able to adapt to changing environment.
- Self motivated and quick to learn.
- Attention to detail.
- A suitable candidate would have at least two years' experience in the following technologies:
  - MS Windows desktops and servers.
  - Active Directory & Group Policy
  - WSUS
  - Printer maintenance
  - Networking:
    - strong understanding of TCP/IP
    - experience in MS DNS & DHCP administration and
    - switch configuration
    - WiFi configuration
- In addition to the core skills knowledge of any of the following would be beneficial but they are not required:
  - Linux (Postfix, Cyrus, Squid, Bind, Apache etc.)
  - Scripting (any of php, perl, python, bash, vb, powershell etc.)
  - Firewalls

**About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith



College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

**Why work for Griffith College, Cork?**

- Stunning historical premises on 5 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.*