

## **System Administrator**

**Status: Full-time, Exempt**

**Reports to: IT Manager and IT Director**

The non-profit Foundation, one of the most successful public-private partnerships in the country, is embarking on a new chapter. The Foundation, which partners with the National Park Service, has fundraised and overseen the restoration of Lady Liberty, the creation of the Ellis Island National Museum of Immigration, the establishment of the free 65-million-record Passenger Search database, and the construction of the new Statue of Liberty Museum. With [new leadership](#) following the retirement of its founding CEO, the Foundation seeks to build on its track record of success.

### **Scope of Responsibilities:**

The Systems Administrator will manage and support all the Foundation's desktop, server, exhibitory, network and other systems infrastructure to ensure 24/7 operations. This includes systems, exhibitory, user security, new services, patching and upgrading systems. Responsible for documentation and change control processes. This position mainly supports the Foundation's offices and exhibitory responsibilities on Ellis Island.

### **Detailed Description of Responsibilities:**

Manage, install, configure, test, maintain and document all desktops, kiosks, AV systems, servers and network hardware and software. Perform diagnostic tests, modify, or repair hardware to the board or component level. Replace hardware or software as needed. Perform system backups and recovery, maintain data files, and monitor system configuration to ensure data integrity. Take appropriate action to ensure a quick resolution to systems issues. Follow established change control procedures for all changes to systems. Keep up to date with current trends and be prepared to make technical recommendations when needed. Perform related duties, as required. Participate in major IT projects.

Core system expertise includes but is not limited to:

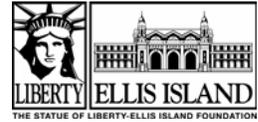
- Current Microsoft enterprise products such as Windows, MS Server and MS SQL, Outlook 365
- AV Experience (working with Brightsign, AMX, Crestron, Panasonic, Canon, etc)
- HP servers and SAN
- Cisco/Juniper networking equipment
- Various Hosting and Cloud services (VMWare, AWS, etc)
- CentOS or other various Linux flavors, Apache, and MySQL

### **Requirements:**

Two to five years increasingly responsible experience in a support capacity in a heavy user-oriented environment.

### **Skills preferred:**

- Experience with Audio Visual equipment, Microsoft Certified Systems Certifications, Cisco or Juniper certifications, Network +, A+, ITIL Foundation.
- Bachelor's Degree (BA in Computer Information Systems or Computer Science preferred).
- Experience supporting a Microsoft Windows and Linux environment, with Active Directory, DNS, VLAN experience.
- Strong understanding of a wide variety of Server and networking concepts, equipment, and software.



- Must have the ability to write technical documentation for both IT staff and users.

### **Logistics**

- This is a full-time position with generous benefits.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position requires the employee to travel between the Manhattan office and 2 museum sites (Liberty and Ellis Island) for IT support. Ferry transportation is provided by the Foundation.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

### **Application process**

- Please email one-page cover letter and resume to [careers@libertyellisfoundation.org](mailto:careers@libertyellisfoundation.org) with the job title in the subject line. Each file name should begin with the applicant's last name.
- No phone calls, please.

### **About The Statue of Liberty-Ellis Island Foundation ([www.LibertyEllisFoundation.org](http://www.LibertyEllisFoundation.org))**

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

*The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*