POSITION VACANCY ANNOUNCEMENT
Systems Administrator

Department	Information Technology
Location	Main campus, Grantsboro, NC; regular travel to Bayboro and PCI
Schedule	40 hours per week, occasional evening or weekend work
Salary Range	$40,000 - $46,000
Position Type	Full-Time, 12-Month
Benefits	Full-Time Regular Benefits
Reports To	Chief Information Officer
Application Deadline	Open until filled

Make a Difference

Help keep Pamlico Community College connected, secure, and ready to serve students. The Systems Administrator supports the College's servers, cloud services, user accounts, devices, and administrative applications, helping employees and instructors access the technology they need every day.

What You'll Do

• Install, maintain, monitor, patch, and troubleshoot Windows Server and Linux systems, Active Directory, AWS resources, and physical and virtual server infrastructure.
• Administer Microsoft 365, Entra ID, Exchange Online, SharePoint, OneDrive, Teams, and Intune; coordinate account onboarding and offboarding with College offices.
• Serve as the College's technical administrator for its ERP system, Ellucian Colleague, and Self-Service, including user security and access, releases and upgrades, integrations, testing, and troubleshooting.
• Monitor system performance, availability, backups, and security; respond to outages and support network and firewall troubleshooting.
• Apply security hardening standards, manage server certificates and support audits, user access reviews, vulnerability scanning, disaster recovery, business continuity, and protection of sensitive data.
• Maintain technical documentation, resolve escalated support issues, and coordinate with College departments, NCCCS, Ellucian, and other vendors.
• Provide computer repair and IT support at all College sites, including Pamlico Correctional Institution; comply with facility security procedures and any required background check or security clearance.

Minimum Qualifications

• Associate degree in information technology, computer science, information systems, cybersecurity, networking, or a related field.
• At least one year of experience in systems administration, server administration, network administration, enterprise application support, or a closely related technology area.
• Knowledge of server and Linux administration, Active Directory, virtualization, cloud services, Microsoft 365, endpoint management, network fundamentals, cybersecurity, scripting, and data integrations.
• Ability to troubleshoot technical issues, manage access securely, maintain clear documentation, explain technical information to non-technical users, and manage multiple priorities independently.
• Knowledge of applicable information security, FERPA, PCI-DSS, records retention, and NCCCS requirements.

Preferred Qualifications

• Bachelor's degree in a technology-related field.
• Experience administering an ERP or enterprise business system, such as Ellucian Colleague or Banner, Workday, Oracle, SAP, or Microsoft Dynamics, in higher education, government, healthcare, or private industry. Candidates without Colleague experience who are willing to learn are encouraged to apply.
• Experience with Windows Server and Active Directory, Microsoft 365 and Entra ID, AWS or other cloud platforms, VMware, endpoint management, or Ellucian Colleague.
• Experience in higher education or a public sector environment.
• Relevant certifications, such as CompTIA Security+, Network+, or Server+; Microsoft 365 or Azure; AWS; Linux; or Ellucian certifications.

Physical Requirements

• Ability to lift and carry equipment up to 50 pounds, climb ladders, and work in server and network equipment rooms.

AI & Emerging Technology Support

• Support the secure use of AI tools, such as Microsoft Copilot, including configuration, access controls, data protection settings, and user guidance.
• Apply knowledge of responsible AI use, data privacy, security, and academic integrity in higher education.
• Evaluate and support emerging tools that improve College operations while protecting sensitive information.

Why Join Pamlico Community College?

Put your technical skills to work in support of education and the local community. This role works across College departments to keep essential systems reliable and secure, with opportunities for professional development and collaboration.

How to Apply

Candidates should submit:

1. Completed PCC Employment Application
2. Transcripts (if applicable)
3. Resume or CV

The resume/CV is not a substitute for a completed application. Applications must include complete work history. Applications can be found at: https://pamlicocc.edu/wp-content/uploads/2024/11/2024_Employment_Application_11.12.24.pdf

Submit application materials to Human Resources, Pamlico Community College, P.O. Box 185, Grantsboro, NC 28529 (5049 Highway 306 South for carrier deliveries), or by email to bfillingame@pamlicocc.edu with the position title in the subject line. Fax submissions may be sent to 252-249-1622.

Equal Opportunity

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.