

Job Posting

TENNESSEE SCHOOLS FOR THE DEAF KNOXVILLE

System Administrator

Position Currently Available

Job Location: TSD is located in Knoxville, TN at 2725 Island Home Blvd. Knoxville, TN 37920

Description: The system administrator under the direction of Technology & Communications Officer is responsible for installing, maintaining and troubleshooting campus hardware, software and applications.

Qualifications:

- Associate's degree in technology specific field and two or more years of professional experience in support of hardware, software or applications and peripheral devices such as printers; installing computer software and applications; and/or diagnosing or resolving problems with hardware or software required.
- Extensive knowledge and/or experience of Office 365 preferred.
- Microsoft certification preferred.
- Fluent in American Sign Language as evidenced by an Intermediate or above on the Sign Language Proficiency Interview (SLPI) preferred.

Terms of Employment: 12 month position

Essential Duties and Responsibilities:

- Administer Office 365, email systems, and other campus academic and business software systems;
- Advance technology integration across campus through implementation of technology-based procedures and workflows;
- Analyze campus system data to determine problem areas and future needs;
- On-boarding and off-boarding of TSD employees;
- Assist as needed with responding to HelpDesk support requests;
- Other duties as assigned;
- As requested, mentor a TSD student in the TSD Work Based Learning Program.

Preferred KSA's

- Beginner to intermediate hardware, software and application troubleshooting skills.
- Experience and knowledge of Microsoft products including Windows, Office Suite, and Office 365; Apple products including Macs and iPads; instructional technology products, and databases.
- Ability and willingness to investigate and learn new computer software and applications, and then support the implementation of such software and applications for the TSD campus.
- Ability to provide assistance and support to the TSD campus as needed and/or requested.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

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- American Sign Language skills and proficiency.

Salary and Benefits

- State of Tennessee Salary Grade 038, \$2,511 - \$4,019
- Benefits include medical, dental, vision and life insurance, pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.

How To Apply

Application may be sent to Employment@tsd.k12.tn.us

Or Human Resources - 2725 Island Home Blvd. Knoxville, TN 37920

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

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