

# ASSISTANT SYSTEMS ADMINISTRATOR

## ITS

**Description:** Assistant system administrator for the primary Learning Management Platform (Blackboard). Serves as supervisor of Instructional Design staff and manages assigned projects within the functional area. Provides training and support for Blackboard, Microsoft Office Applications, and other technologies especially in the area of instructional technology. System administrator for faculty activity and reporting solution and related system applications. Also assists with campus wide administration needs such as surveys, voting, training and access within the LMS (Blackboard). Ensures rigorous application of best practices.

**Minimum Requirements:** A high school diploma and experience in computer system development and modification. Relevant experience in a related area may be substituted for the degree requirement on a year-for-year basis. Must have strong skills in providing excellent customer service and demonstrate strong ethics. Valid driver's license and safe driving history are required.

**Preferred Requirements:** Bachelor's Degree

**Knowledge, Skills and Abilities:** Proficient knowledge of capabilities and intricacies of information systems. Ability to understand and carry out moderately complex technical instructions and requests. Moderately complex ability to analyze and reduce to logical order complex technical data. Ability to communicate in a clear and concise manner. Ability to work effectively with university constituents, as well as other IT personnel. Ability to assist with identifying and resolving problems. Ability to assist with planning, directing, instructing, and reviewing the work of technical personnel. Ability to assist with providing status reports and other technical reports in a clear and concise

**Hire Range:** \$45,000- \$ 60,000 annually

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5

**To include some nights and weekends**

**Class Code:** AM03 – **State Title:** Info System Bus.Analyst II

**Position #:** – **Band:** 06

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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