

IT Systems Administrator - Job Description

Position based in Chester, PA

Are you looking to work for a small, growing company where you can make a difference within the organization and in the lives of millions of children? Are you interested in supporting educational products that help children to learn?

We are looking for an IT Systems Administrator for our growing team. The successful candidate will have strong technical skills, be detailed oriented, have systems infrastructure and networking experience, and strong problem-solving skills.

The **IT Systems Administrator** position is located at AWE Learning's corporate headquarters in Chester, PA. You will act as IT systems lead for the corporate office, provide services and support for all internal and remote employees and contractors. You will act as the administrator of AWE's systems and network infrastructure and be expected to resolve all IT related problems that our users might face with accuracy and efficiency. The goals and responsibilities of this position are to ensure excellent service standards and maintain AWE Learning's Network infrastructure and systems uptime.

Qualifications

IT Skills:

- 3+ years of professional IT experience
- Windows Active Directory and MS Exchange / Office365 experience
- Systems engineering knowledge of Windows Server system administration, and hardware and network infrastructure design and support
- VMWare ESX Server maintenance
- Provide general IT support for internal and external users

Must Have:

- Bachelor's degree or equivalent experience
- Experience working with hybrid Office365 Exchange environments
- Experiencing managing networks and related protocols
- Experience managing a Windows Domain environment

Nice to have:

- Proficient and knowledgeable in all aspects of cabling, Voice and Data, and maintaining structured cabling infrastructure
- Experiencing configuring and troubleshooting firewalls
- Experience with PBX phone systems
- VPN Configuration and maintenance

Duties & Responsibilities

- Document requirements and system configuration & design.
- Perform schedule maintenance, Windows updates, and other systems administrative duties
- Supports and maintains the Microsoft Active Directory, Microsoft Exchange, Microsoft Windows Server and Office 365 environments
- Providing installation, maintenance, troubleshooting, security, administration, account management and resolution of software / hardware issues
- Manage and monitor installed systems and infrastructure
- Install, configure, test and maintain operating systems, application software and system management tools
- Configure and maintain company servers
- Maintenance and support of VPN access
- Physically able to lift pc's and other computer equipment
- Maintain security, backup, and redundancy strategies
- Other duties as assigned.

About AWE Learning

AWE Learning is the leading provider of digital learning solutions for young children in public libraries across the United States. Our solutions are found in 47% of Public Libraries and we have served over 190 million learning hours to children. AWE Learning is based just south of Philadelphia in Chester, PA. We are located along the Delaware River waterfront in a historic, renovated electrical power plant that is now a full-service office building. Amenities include free secure parking, on-site cafeteria, and free gym access for all employees. Learn more at www.awelearning.com

Salary & Benefits

This is a full-time salaried position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, medical benefits, and future growth opportunities within the company. To learn more about us, please visit our website at www.awelearning.com

If you are interested in applying for this position, please submit your resume or CV, cover letter, and salary requirements to steinbergere@awelearning.com.

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