

Systems & Database Administrator

Position Status: Part-time (26 hours a week) salaried and exempt. (Full-time status possible.)

Job Summary: Responsible for administration and maintenance of computer systems, network, and database. The Systems and Database Administrator reports directly to the Research Director.

Details: Shumla hours are Monday – Thursday, 8:00 am to 6:00 pm. This position will have a flexible work schedule determined in collaboration with new employee and supervisor. On site work at Headquarters in Comstock required. Some remote work possible. Work hours do not include commute time, but do include 1/2 hour lunch per day.

Position Salary: \$32,000

Duties and Responsibilities:

- ◆ Research and purchase software, hardware, and other technologies
- ◆ Install and maintain software, hardware, and other technologies
- ◆ Develop and maintain the research database
- ◆ Work with other members of the research team to develop and improve technology
- ◆ Accompany field excursions to assist the research team
- ◆ Write proposals for technology purchases
- ◆ Write reports for staff and board meetings
- ◆ Keep up-to-date on emerging technologies, and their potential applications for Shumla
- ◆ Educate staff about safe and proper computer usage
- ◆ Other duties as assigned

Knowledge, Skills and Abilities

- ◆ Clear understanding of the organization's mission and knowledge of its objectives
- ◆ Knowledge of Lower Pecos natural and cultural history or willingness to learn
- ◆ Skill with computer equipment and associated software packages
- ◆ Ability to work with staff, volunteers, students, and the general public
- ◆ Ability to establish priorities, work independently and as a team member, and proceed with objectives and assignments without direct supervision
- ◆ Ability to be creative in all aspects of work
- ◆ Ability to handle and resolve recurring problems using sound judgment
- ◆ Ability to explain complex ideas in a simplified manner
- ◆ Ability to speak publicly about Shumla's technological status, goals, and achievements

Credentials and Experience

- ◆ College degree
- ◆ Background in server/client networks, database creation/administration, and general computer maintenance including extensive knowledge using Windows-based servers and RAID technology using Dell servers/disk farms
- ◆ A strong background in IT security including programming of intelligent switches, VPN servers and routers and monitoring of the network environment
- ◆ A solid background in Windows Office applications