IT ADMINISTRATOR

This position is responsible for the provision of information technologies and communications services (IT) to the AUI/NRAO Santiago office. He/she will administer and support IT in an environment that includes a variety of interrelated networking and communications equipment, including Linux and Windows servers, as well as desktops, laptop computers and mobile devices using different operating systems (Linux, Windows, Mac, Android). The IT administrator will ensure that all AUI/NRAO security regulations are followed and appropriate preventive and corrective support is provided to all equipment.

DUTIES AND RESPONSIBILITIES

Reporting to the business manager, this position:

- Administers, maintains and supports all the networking and communications equipment, including both LAN and WAN based network equipment
- Administers, maintains and supports all the Linux and Windows servers, Linux, Windows and Mac desktops and laptops client computers and its operating systems and applications
- Administers, maintains and supports all other hardware, software and communication links related to the equipment listed above (e.g. routers, switches, firewalls, VPNs, printers, Wi-Fi access points & routers, VoIP equipment & telephone related administration, video conference systems, etc.)
- Coordinates with the AUI/NRAO service providers all issues related to the installation, support and maintenance of the equipment mentioned above
- Ensures that all IT requirements of users are effectively and promptly addressed
- Proactively monitors the fulfillment of user needs and proposes any changes required to reach satisfactory solutions for all parties
- Handles relation with IT suppliers from a technical point of view

EDUCATION AND WORK EXPERIENCE

- Professional with a solid and proven knowledge in IT, communications, administration & support areas, with at least 5 years of experience in the field
• The candidate must have strong abilities and command of written and spoken English and Spanish, in conversational, formal and technical terms.
• Microsoft and/or Cisco certification courses, particularly those who have successfully completed the respective exams, will be given high consideration
• Knowledge of management information systems

PHYSICAL CONDITIONS, NATURE OF THE WORK

This position is based at the AUI/NRAO office in Santiago. While performing the duties of this job, the employee will typically sit at a desk, use a personal computer, telephone, photocopier, facsimile, and other standard office equipment. The employee frequently is required to communicate in person, by electronic mail, and by telephone. May occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, and depth perception. Frequent travel to the ALMA site in northern Chile (Region II) or international travel is required.

Candidates are invited to submit the following information to itadmin@aui.cl no later than October 25th 2015:

1. Resume in English.
2. Explanatory cover letter indicating how you comply with the job requirements.
3. The names and information of three professional references.