

JOB TITLE:	#1227 Associate Network Administrator
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$3,634.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	020 Information Technology
HIRING MANAGER:	Technical Services Manager
POSTING DATE:	September 15, 2015
DEADLINE DATE:	Application materials must be received by October 6, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for an Associate Network Administrator to perform LAN administration, resolve network client requests and manage various network projects.

RESPONSIBILITIES: 1) collaborate with the network team to manage support for daily LAN operations; 2) resolve client network requests; 3) assist Workstation Support Analysts (Levels 1 and 2) in resolving escalated Help Desk client issues; and 4) provide assistance with special projects and reports.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent in computer science, management information systems, or related area plus three years experience or equivalent OR related full time post secondary course work in computers or network administration with at least three years work experience or equivalent.
- Demonstrated skills in supporting a network of 200 or more users.
- Demonstrated ability to solve server hardware and SAN hardware problems.
- Demonstrated experience as a project team member.

DESIRABLE QUALIFICATIONS:

- At least two years of experience in network administration supporting a network of 300 or more users.
- Experience with Compaq server and Cisco switches.
- Experience in network utilities for system maintenance.
- Network computer experience in a cultural organization such as a museum, library, or educational institution.
- Demonstrated ability to communicate complex technical issues to diverse audiences.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -