



PART-TIME JOB ANNOUNCEMENT

MPA TECHNOLOGY SERVICES
OFFICE OF PROFESSOR ADAM SCOTT WANDT
DEPARTMENT OF PUBLIC MANAGEMENT
JOHN JAY COLLEGE OF CRIMINAL JUSTICE

NETWORK ADMINISTRATOR AND TECHNOLOGIST

Primary Job Responsibilities:

- Day-to-day management of the MPA program's iPad lending program and mobile device management program.
- Responsible for maintaining inventory and issuing iPads and other equipment to students and faculty in the MPA program.
- Familiarity with and understanding the TARDIS Lab Apple/MDM network configuration.
- Manage, image, and maintain iOS and Windows systems.
- Troubleshoot a variety of technology related issues for the department faculty and staff as needed.
- Supervise subordinates as needed.

Qualifications:

- Anti-paradigm / out-of-the-box thinker.
- Highly responsible and reliable.
- Excellent time management and project management skills.
- Must have a working familiarity with Linux.
- Must have working advanced knowledge of Mac, Windows, and Mac Server.
- Must have working advanced familiarity with iOS and Android.
- Independent worker and thinker who can solve problems independently.
- Must keep up-to-date by reading the latest technology literature and advancements in the field.
- Must be familiar with basic network set-up and configuration.
- Should be experienced with MDM solutions.
- Self-starter / someone who takes initiative.
- Academically strong.

Hours: 20 hours per week (semi-flexible hours).

Pay Rate: \$16-\$18 / hour, depending on qualifications.

Administrative Supervisor: Alexa Zinder, Office of Professor Adam Scott Wandt

To Apply: Please submit a resume and cover letter explaining your qualifications, skills, and why you wish to work within the Office of Professor Wandt to Alexa Zinder at azinder@jjay.cuny.edu by June 1, 2016.