



CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING

JOB TITLE: System Administrator
DEPARTMENT: IT Department
DIRECT SUPERVISOR: Information Technology Manager
SCHEDULE: Full-time

SUMMARY

The Cummings Centre is seeking a skilled System Administrator to maintain, upgrade, and manage our software, hardware, and networks. This role includes light database administration duties to ensure optimal performance and reliability of our IT infrastructure.

DUTIES AND RESPONSIBILITIES

Infrastructure Management

- Install, configure, and maintain servers, workstations, and network equipment
- Monitor system performance and troubleshoot hardware/software issues
- Manage user accounts, permissions, and access controls across systems
- Implement and maintain backup and disaster recovery procedures
- Ensure security protocols and best practices are followed

Network Administration

- Maintain network infrastructure including routers, switches, and firewalls
- Monitor network performance and resolve connectivity issues
- Manage VPN access and remote connectivity solutions
- Document network configurations and changes

Database Support

- Perform basic database backups and restoration procedures
- Monitor database performance and storage capacity
- Assist with user access management and permissions in database systems
- Coordinate with developers or database specialists for complex issues
- Maintain documentation of database configurations

General IT Support

- Respond to help desk tickets and user support requests
- Install and configure software applications
- Maintain IT documentation and system inventories
- Participate in IT projects and infrastructure upgrades
- Stay current with emerging technologies and security threats

REQUIRED QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Technology, or related field (or equivalent experience)
- 3+ years of system administration experience
- Strong knowledge of Windows and/or Linux server environments
- Familiarity with virtualization technologies (VMware, Hyper-V)
- Basic understanding of SQL and database concepts
- Experience with Active Directory and Group Policy
- Knowledge of networking protocols and security principles
- Fluency in French (oral and written) is required

PREFERRED QUALIFICATIONS

- Relevant certifications (CompTIA Network+, Security+, Microsoft, Linux+)
- Experience with cloud platforms (AWS, Azure)
- Scripting skills (PowerShell, Bash, Python)
- Exposure to MySQL or SQL Server

SKILLS

- Strong problem-solving and analytical abilities
- Excellent communication and documentation skills
- Ability to work independently and prioritize tasks
- Customer service oriented mindset
- Attention to detail

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

Interested candidates may submit their resume to hr@cummingscentre.org