

IT Systems Administrator – Green Clinic, Ruston, LA

At Green Clinic, we rely on our IT systems to make our provider, staff, and patient experiences as positive as possible. We're seeking a qualified individual for the role of IT Systems Administrator; someone who's eager to use and grow his or her technological skills in the healthcare setting. In this role, the successful individual will assist in protecting our critical information, systems, and assets, as well as help build solutions, implement new software and hardware, and provide training to our clinical and support teams. From early on, be given challenging assignments, lead or assist on projects, and take ownership and responsibility. You'll receive on-the-job training to help you transition into the IT environment at Green Clinic. Our ideal candidate will be passionate about applying their skills and technology-based mindset on any projects they're a part of, as well as in daily operations.

Objectives of this Role

- Assist in maintaining essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware
- Assist in handling business-critical IT tasks and systems used by our clinical and support staff
- Nurture dependable IT infrastructure and networking that's always up and running
- Liaise between internal and external resources to communicate project status, activities, and achievements

Daily and Monthly Responsibilities

- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- Monitor datacenter health using preexisting management tools and respond to hardware issues as they arise; help build, test, and maintain new servers as needed
- Maintain internal infrastructure requirements including: laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates; support internet, intranet, LANs, WANs, and network segments
- Interact with the IT team and other teams to assist in troubleshooting, identify root cause, and provide technical support when needed
- Perform routine/scheduled audits of the systems, including all applicable backups

Required Skills and Qualifications

- Degree in Computer Information Systems or a related field (Bachelor's preferred)
- Proven work experience in IT
- At least some experience with or knowledge of programming languages and a superior knowledge of operating systems, current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, active directories, virtualization, HTTP traffic, content delivery, and caching
- Experience in project management
- Ability to lift at least 25 lbs.

Preferred Qualifications

- Experience in the field of Healthcare IT
- Knowledge of RHEL system administration (specifically Zimbra)
- Professional certifications
- Ability to lift at least 50 lbs.