Network Administrator

U.S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Executive Administrative Assistant. U.S. Figure Skating is a member of the U.S. Olympic Committee (USOC) and the International Skating Union (ISU).

Reporting to the Chief Technology Officer (CTO), the Network Administrator is responsible for U.S. Figure Skating’s network infrastructure maintenance, network design, implementation, and security including firewall maintenance, monitoring, and troubleshooting. The Network Administrator is also responsible for the operation of the production environment hosting U.S. Figure Skating home grown software applications such as the Event Management System, Membership Management System, and Learn to Skate USA. The Network Administrator needs to be disciplined, highly motivated with ownership mentality to safeguard of the U.S. Figure Skating network, internal operations, and production environments. In addition, the Network Administrator is to assist the cloud resources administration and to assist in day-to-day desktop support duties.

Responsibilities:

- Adminstrate U.S. Figure Skating’s network system including design and implementation.
- Provide network support with a variety of operating system including Windows, Linux, and macOS
- Install and configure network equipment to ensure network high availability (HA)
- Maintain network connectivity including primary and secondary ISP, VPN tunnel to the cloud, and WiFi Access Points
- Provide network support to users including VPN, WAN, and LAN
- Maintain servers and associated hardware, applications, services, and settings for on-premises Development (DEV) and Quality Control (QC) environments
- Develop and monitor and network security policies for the use of network and storage resources
- Implement, manage, and document disaster recovery and back-up
- Evaluate and recommend security improvements and system upgrades including cloud resources
- Monitor network to ensure optimal performance
- Create and maintain network users/permissions through Active Directory (AD)
- Manage the vendors to ensure all IT assets are up to date in licensing, subscription, and support contracts.
- Provide U.S. Figure Skating domain administration and Hyper-V provisioning and administration
- Create technical support documentation for systems and applications

Qualifications:

- College degree in information technology, computer sciences or equivalent, or 4 years hands-on experience in Network Administration
- Minimal of 6 months hands-on experience in SonicWall provisioning and administration
- Ability to troubleshoot network outage in a stressful environment
• Must have hands-on network experiences to include VLAN administration, WIFI and Access Point configuration and administration
• Must have hands-on experiences in Radius server administration, domain name provisioning, SSL certificate provisioning and administration
• Must have hands-on experiences in server building, storage provisioning and administration by using Active Directory and NTFS permissions, deploying company policy via Group Policy Objects (GPO), server tuning, patching, and server security.
• Microsoft Azure cloud experience is plus. The Azure cloud administration will cover the provisioning and maintaining of Azure network components including VNC, application services, and virtual machines (both Windows and Linux).
• Azure cloud operation experience such as monitoring the monthly spending and overall health of the environment is a plus
• Hands-on Hyper-V experience is a plus. The Hyper-V experience is to include deployment, configuration, and tuning of Hyper-V environments, maintaining snapshots, and migrating to cloud resources
• Must have experience in a team-oriented working environment to meet cross-organizational stakeholders’ expectation
• Extensive knowledge and understanding of U.S. Figure Skating organizational structure, business rules and competition structure is a plus
• Ability to adapt and respond rapidly to changes in environment and priorities.

Classification: Exempt Employee

Salary: Commensurate with experience

Range: $50,000-$65,000

Application: Send cover letter, resume, and three references:
Charles Chow
U.S. Figure Skating
20 First St.
Colorado Springs, CO 80906
cchow@usfigureskating.org

Please note telephone calls will NOT be accepted.

Review of applications will begin immediately. Applications will be accepted until this position is filled.

Applicants must be authorized to work in the United States. USFSA will not consider candidates who require sponsorship for a work-authorized Visa, nor will we sponsor a work-authorized Visa in the future.