System Administrator II
Information Services Department
Downtown Chancery

1700 San Jacinto Street
Houston, TX 77002

Summary

The Archdiocese of Galveston-Houston Chancery seeks a System Administrator II who is responsible for effective provisioning, installation/configuration, operation and maintenance of systems software, hardware, and related infrastructure, including competency in many of the Desktop Support Technician responsibilities. Qualities demonstrated should include the ability to monitor performance, trouble shoot issues, and document different tasks performed within the systems assigned, as well as participating in technical research and development to enable continuing innovation within the infrastructure.

The individual hired as a System Administrator II, will support the various administrative, educational, and medical facilities, and must have proven experience working in a structured, process-driven environment. The ideal candidate will have demonstrated the ability to support hardware infrastructure such as workstations, servers, routers, switches, and firewalls. Knowledge and experience in supporting Microsoft 365 applications, with an emphasis in Outlook, Teams, and SharePoint are a plus.

A strong work ethic, ability to maintain confidentiality, a sense of ownership, good communication and documentation skills, and the ability to research and resolve issues in a timely manner are desirable qualities in a candidate.

The Archdiocese of Galveston-Houston, led by His Eminence Daniel Cardinal DiNardo, is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes, participate in activities of social justice, support the good works of clergy and laity, help prepare our children and young people to be responsible members of the community all done in the name of our Lord, Jesus Christ. With more than 1.7 million Catholics living within the boundaries of the Archdiocese of Galveston-Houston, makes it the largest Catholic population in the state of Texas and the 12th largest in the United States.

Education and Experience

BS in Computer Sciences, with certification of infrastructures supported preferred, and a minimum of 2 years' experience in Desktop Support, followed by 2 years' experience in administering a system infrastructure. Applicants must have a current TDL and a vehicle for travel to locations.

Additional preferred experience includes multiple Microsoft platforms such as SQL, Office 365, and Active Directory Services, supporting a variety of Wi-Fi-enabled devices such as Ubiquiti and others, working with Cisco switches, Palo Alto firewalls, and similar devices.

Suitable candidates may submit a cover letter, resume, and salary range requirement* to resume@archgh.org with System Administrator II on the subject line.

Applicants who do not include salary range requirement may not receive further review.