

System Administrator II

Information Services Department

Downtown Chancery

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.

The individual hired as a System Administrator II, will support the various administrative, educational, and medical facilities. These include the Downtown Chancery, St. Dominic Chancery, St. Dominic Village, Office of the Tribunal, and St. Mary's Seminary.

Summary:

The System Administrator II will report to the Manager of Network Systems and Help Desk Services and work closely with other members of the department to support end users (local and remote).

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 would be preferred.

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

Education/Experience Requirements:

- 3 years minimum in an IT environment.
- Prefer certification and or BS Degree in Computer Science or Management Information Systems.
- Demonstrated equivalent experience acceptable.

Qualified candidates are encouraged to send resume, cover letter, and minimum salary requirements to resume@archgh.org with Systems Administrator II in the subject line.

**Applicants that do not include salary requirements will not be considered.*