



The International School of Stuttgart e.V. is a non-profit Kindergarten through 12th grade, NEASC accredited, IB World School offering an international curriculum to a student body of about 850 from over 40 nations. Among its strengths are its student-centred and holistic approach to learning and its commitment to professional development and emphasis on student pastoral care.

ISS is looking to hire a qualified, **full-time**

## IT SYSTEMS ADMINISTRATOR

Starting as soon as possible, initially for two years.

The IT Systems Administrator works directly for the Director of IT and is a part of the ISS IT Office. This position serves as a server, SaaS, and network systems administrator for the services supporting the school's digital environment.

The IT Systems Administrator is responsible for administration of ISS IT systems and services, e.g. Windows servers, Microsoft365, Cisco Meraki Network, firewall, Linux servers, Windows desktop. Working in conjunction with the Director of IT, the IT Systems Administrator will perform various system administration tasks including system configuration, server upgrades and updates, server migrations, hardware, firmware and software deployment, investigation of technical solutions, installation of third party vendor solutions and evaluation of potential solutions, as well as management of ISS SaaS cloud solutions.

The successful candidate will have academic training related to this position.

Duties, Skills and Experience:

- Administrative experience of Microsoft server technologies, and Linux (e.g. CentOS, Ubuntu) Administrative experience of Microsoft 365 cloud solutions,; Active Directory,
- Working experience of PowerShell scripting, script development, and task automation
- Administrative experience of Windows DNS, DHCP, NPS services
- Administrative experience with VMware virtualization platform
- Working knowledge of the database servers, such as Microsoft SQL, and MySQL
- Administrative knowledge of networking protocols, networking hardware, switches, access points, firewall

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- Working knowledge of backup/restore and archiving procedures for server systems.
- Experience with management, troubleshooting and maintenance of Microsoft desktop operating systems (Windows 11)

Abilities:

- Ability to employ logical methodology while troubleshooting and resolving computer related technical problems such as, application software problems and operating systems problems.
- Ability to work with third party vendors on either troubleshooting or implementation of new technologies.
- Ability to coordinate tasks and projects, set timelines, document progress, and make adjustment when necessary to ensure effective completion of goals.
- Ability to communicate effectively in English, German language ability is an advantage.
- Ability to respond to problems within area of responsibility quickly, accurately, independently, and with adequate follow-up even after business hours.
- Ability to solve problems individually and as part of a group and to develop innovative solutions in response to issues. Ability to keep up to date and learn new skills in response to a changing work environment and to expand the knowledge base on issues affecting the organization.

The successful candidate will also:

- have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people,
- display commitment to the protection and safeguarding of children and young people,
- Value and respect the views and needs of children and young people

Applications, in English please, should be submitted to [HR@issev.de](mailto:HR@issev.de). Applications will be handled with discretion.

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