



System Administrator, Network / Server Admin

Temporary Full Time (up to 12 months)

\$42.77- \$50.31

Reference#: 22-620A

The primary role of the Systems Administrator is to provide leadership and technical support for centralized computing resources (servers, cloud, software) within the corporate Information Services department of Providence Care.

Role Responsibilities

- Supports the continuous operation of centralized computing resources within Providence Care
- Ensures security and integrity of centralized computing resources
- Performs system administration, daily
- Ensures that hardware/software/systems are configured to achieve optimal utilization of centralized computing resources
- Measures resource utilization and system performance against agreed upon standards
- Develops and maintains documentation for production procedures
- Assists with procurement of centralized computing resources; makes recommendations for new technologies and negotiates pricing
- Ensures timely and accurate backups of systems and the safe/secure storage of backup media
- Performs installation, configuration and maintenance of centralized computing resources
- Performs software implementation and support, as required
- Ensures timely communication about service disruption to users, as required
- Assists with development of Information Services policies and procedures
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional associations
- Liaises with external vendors and partners to coordinate site upgrades or software administration
- Works in compliance with the Health & Safety Act and its regulations in performing duties in a safe manner and follows all health and safety policies, procedures and legislation including, wearing the appropriate Personal Protective Equipment (PPE), as required
- Performs other duties as assigned

Required Qualifications and Experience:

- Diploma in Computer program; degree preferred
- Microsoft Certified Systems Engineer (MCSE) or equivalent experience
- VMWare Certified Professional (VCP) preferred
- Five years of experience supporting a data centre with 150+ servers
- Experience in health care information technology preferred



Located in Kingston, Providence Care is Southeastern Ontario's leading provider of aging, mental health and rehabilitative care. Continuing the legacy of our Founders, the Sisters of Providence of St. Vincent de Paul, Providence Care provides care and services at Providence Care Hospital, Providence Transitional Care Centre, Providence Manor Long-Term Care home and community locations across Southeastern Ontario.

Providence Care is Fully-affiliated with Queen's University and St. Lawrence College; Providence Care is a centre for health care, education and research, and a member of the Council of Academic Hospitals of Ontario.

To apply for this position please email your Covering Letter and Resume quoting reference number in subject line to work@providencecare.ca

To learn more about Providence Care and other opportunities please visit:

<https://www.providencecare.ca/careers-volunteering/>

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.