



Turning Point Ministries Job Opening - San Diego Headquarters

Jr. Network Administrator

Turning Point for God is an international ministry with a vision to reach every language group in the world with the gospel and the teachings of God's Word. From its modest beginning over thirty-five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the internet.

Position Summary:

The Jr. Network Administrator reports directly to the IT Manager and works closely with the Sr. Network Administrator in the planning, implementation, and maintenance of all WAN, LAN, server, telephony, and Internet/Intranet resources. In addition, this employee will assist the NetOps team by providing customer support to end users related to various company hardware and software issues by telephone, email, ticketing system, and remote connectivity. Communicate technical solutions in a professional and user-friendly manner. Install new software and hardware, and work with team members on technical infrastructure upgrades.

Essential Functions:

- Assist the Sr. Network Administrator with assigned tasks related to network and workstation systems. This includes developing and maintaining project priorities, developing and maintaining network and workstation standards, and project planning.
- Implement, and maintain assigned network and WAN system topologies and components to meet user's voice/data network needs – routers, data storage, operating systems, firmware, etc.
- Implement, and maintain assigned Internet/Intranet related resources – includes security, troubleshooting support for ISP equipment, Email & Web filtering administration, etc.
- Assist the NetOps team in providing on-site IT hardware and software support.
- Create and close help desk tickets in a timely manner. Respond and update tickets with documentation of the request and solution. Provide regular status updates to the requestor.
- Stay abreast of pertinent technological advances in systems management
- Assist NetOps in training user community, as assigned, in using desktop applications and operating systems.
- Maintain technical knowledge by attending educational workshops, webinars, and self-study

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Requirements:

- Associates degree in Computer Science, Computer Engineering or equivalent experience
- 2+ years of network and systems administration
- Demonstrated ability with installing, managing, and working with Microsoft server-based operating systems, remote access methods, software deployment, etc.

- Demonstrated ability with installing, managing, and working with computer networking hardware (servers, routers, switches, etc.)
- Must have excellent written and verbal communication skills.
- Attention to detail and ability to maintain confidentiality.
- Demonstrated organizational skills.
- Ability and willingness learn/expand knowledge in related field and apply new technology tools and resources.
- Self-starter with multi-tasking abilities.
- Must be proactive, accountable, and be able to work under pressure.
- Must be able to lift 50lbs
- Experience in cloud-based security, equipment, and software preferred
- Experience in SAN configuration and management preferred
- Familiarity with general principles of systems analysis and database administration preferred
- Relevant certifications such as CompTIA A+, CompTIA Network+, Microsoft MCSA, and Cisco, CCNA preferred

Other:

- Position is non-exempt full-time
- Based in our international headquarters in Lakeside, CA
- Salary Commensurate with experience
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org.