



SOCAN

Society of Composers, Authors and
Music Publishers of Canada

Société canadienne des auteurs,
compositeurs et éditeurs de musique

JOB POSTING **Information Technology**

POSITION TITLE: Jr. Network Administrator (Reference #JN-01)
REPORTS TO: Team Leader, IT Infrastructure
LOCATION: Toronto
LANGUAGE: English

OVERALL ACCOUNTABILITY:

This position reports to the Team Leader, IT Infrastructure and is responsible for providing systems administration, upgrade and support of network equipment including Windows Servers 2003 and 2008, Windows Active Directory, and a VMWare VSphere 5.0 environment.

RESPONSIBILITIES:

- Provide administration, configuration, upgrade and support of Windows server 2003 and 2008 and Windows Active Directory
- Provide support to Cisco UCS VOIP system including system configuration and support
- Administer SOCAN's Citrix Presentation Server 4.0 server farm, being responsible for server maintenance and ensuring that the Citrix environment is available to SOCAN's business community.
- Provide support to Cisco core and floor switches, router and wireless access points and associates LAN and WAN data lines
- Participate in IT DRP testing offsite
- Report and escalate project issues to Team Lead IT Infrastructure

SKILLS & KNOWLEDGE REQUIRED:

- This position requires post-secondary education in computer science or an equivalent of related education and experience
- Extensive knowledge of Microsoft 2003 and 2008 Server and Active Directory
- Excellent knowledge of VMWare VSphere 5.0
- Excellent knowledge of Citrix Presentation server 4.0
- Knowledge of Cisco hardware including switches and routers
- Ability to work under pressure to tight deadlines
- Superior customer service orientation
- Excellent verbal and written communication skills
- Working knowledge of Information Technology Infrastructure Library (ITIL) processes and change management procedures and roles



ATTRIBUTES:

- Results oriented
- Decisive
- Communicator
- Service Oriented
- Problem Solver
- Analytical / systematic thinker
- Initiative
- Relationship builder

SELECTION:

Skills may be tested and selection will be based on factors such as past performance, previous related experience and alignment of personal skills and attributes to those required to perform the job.

WORKWEEK:

In this position if you opt for a 4-day week, your day off (either Monday or Friday) will be determined by your Manager in accordance with Information Technology business requirements. If you already work a 4-day workweek, you may be required to change your day off.

SOCAN offers a competitive salary and an excellent benefit package.
Please e-mail your application with qualifications, referencing job #JN-01 by
12:00 noon, February 6th, 2012 to:
hr@socan.ca or apply in writing to:

Society of Composers, Authors and Music Publishers of Canada (SOCAN)
Human Resources Department
41 Valleybrook Drive, Toronto, ON M3B 2S6
Fax (416) 442-3367

SOCAN is committed to diversity in its workforce.
Only qualified applicants will be contacted for an interview.