

TITLE: Microsoft Administrator Internship

LOCATION: Miami East Local Schools  
Casstown, Ohio

Applicant must complete a FBI\BCI background check

#### SUMMARY:

Miami East Local Schools is nearing the end of a high school construction project and will be deploying new network services. Due to ever changing time constraints, Miami East Local Schools is looking for assistance in completed requires network services.

The Microsoft Administrator Internship position will assist in the development of new Microsoft 2003R2/2008 servers in multiples buildings. This position requires extremely strong Active Directory and server administration skills.

#### RESPONSIBILITIES:

- Assist in the development and deployment of Microsoft Server environments.
  - Domain Controllers
  - DHCP Services
  - DNS Services
  - Print Services
  - WSUS services
  - Group Policies and Preferences
  - Backups
- Assist in the deployment of desktop services
  - Installation of Windows XP\7 operating systems
  - Installation of District supported software.
  - Installation of networked printers
- Assist in the development and deployment of automated and consolidated of routine work with an emphasis on operation efficiency, maximizing system availability and reducing operational risks.
  - Unattended installations of Windows XP\7 operating system
  - Automated installations of District owned software packages.
  - Automated operating system updates
  - Automated anti-virus updates
  - Automated importing of users into Active Directory

#### REQUIRED KNOWLEDGE:

- Must possess a solid understanding with Microsoft Server 2003R2/2008.
- Must possess a solid understanding with Active Directory
- Ability to write/modify Windows scripts
- Understanding of basic networking concepts
- Outstanding customer care standards
- Excellent documentation skills

#### DESIRED KNOWLEDGE

- Experience with virtualization (VMWare)
- Familiarity with Open Source solutions
- Certifications in Microsoft and related technologies