

## JOB DESCRIPTION

Company: TUVA

Title: SharePoint and Project Server Administrator

Location: North Chicago, IL

Emp Status: Full-time

Reports To: Program Manager

FLSA Status: Exempt

### **JOB DESCRIPTION:**

The individual will administrator and assist with the migrations of Microsoft SharePoint, IIS and Project Server solutions for HQ USMEPCOM. In addition, the candidate will be required to serve as a subject matter expertise and administrator expert in the assigned area of responsibility. The individual must be familiar with Microsoft SharePoint, IIS and Project Server technologies and concepts. The candidate must have familiarization with administration, maintenance and securing various Microsoft SharePoint, IIS and Project Server applications.

### **BASIC QUALIFICATIONS:**

- **Experience:** 3+ years of IT experience in Microsoft SharePoint and Project Server administration
- DoD 8570.01-M IAT Level II (Security+) certification and associated CE certificate
- Possess Microsoft Certified System Engineer SharePoint Certification
- Able to obtain and maintain DoD Security Clearance - Secret

### **DESIRED QUALIFICATIONS:**

- Prior DoD or Army working environment experience a plus
- Experience/certification in SharePoint administration including migration to newer platforms
- 3+ years of experience in administration and maintenance support of Microsoft SharePoint and Project Server
- Technical degree relevant to position description
- Knowledge of IA controls
- Strong troubleshooting and conflict resolution skills
- Experience with Army IT Systems

**Work Environment and Physical Demands:** Normal office environment.

### **AN EQUAL OPPORTUNITY EMPLOYER**

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