School of Visual Arts
MFA Interaction Design

JOB TITLE: Systems Administrator, Part-time
DATE AVAILABLE: July 2011
DEPARTMENT: MFA Interaction Design
REPORTS TO: Chair, Interaction Design

OVERVIEW
Responsible for managing all technical aspects for the graduate Interaction Design department and aspects of the Visible Futures Lab.

DUTIES & RESPONSIBILITIES
Oversee the planning, coordinating, integrating, and monitoring of all technical project activities for Interaction Design department and aspects of the new Visible Futures Lab.

Visible Futures Lab:
- Monitor workflow and scheduling of digital making machines (laser cutters, rapid prototyping machines, etc.) as well as update related software packages.
- Administer technical support for digital making aspects of Lab.
- Support and answer questions from students and faculty when needed.
- Maintain inventory of specific lab and department equipment, including ordering and updating of inventory lists.
- Responsible for the maintenance, cleanliness, and safety of all digital making areas.
- Supervise, attend, assist, and guide graduate students and faculty in the Lab on safety procedures as needed.
- Maintain and open and ongoing dialog with Visible Futures Lab Director such that he or she is informed and up to date on progress, process, and status of all digital making machines.

Interaction Design Department:
- Provide full technical support to the department and chair's office. Daily activities include, but are not limited to: email, computer, printing, network, and server support for students, faculty, and staff; troubleshoot technical issues in the classrooms and studio; and assist in special events.
- Support graduate students, faculty, and staff; serve as primary technical liaison for the department for all parties both internal and external.
- Responsible for installing, setting up, maintaining, and servicing servers and client stations. Responsible for installing and configuring software on client stations prior to each semester's start and maintaining updates as needed.
- Perform routine system backups; install and maintain Mac applications; diagnose and resolve hardware and software issues.
- Provide support on annual projects including: orientation, public lectures, in-class guest lectures, year-end events, graduation, student conferences, and other departmental projects as required.
- Participate with chair in determining department strategy for developing new digital communications and maintaining existing communications; work with chair and/or department interns, as appropriate, to execute those strategies.
- Work closely with chair in estimating budget for new hardware/software purchases.
- Review industry trends and faculty news to maintain foresight to keep staff and department as current, providing updates in weekly meetings.

QUALIFICATIONS

- Bachelor's degree required. Minimum of five years technical administrative or technical project or product management experience.
- Experience in higher education or experience with interaction design, industrial design, web design, or IT highly desirable.
- Must have two to four years of administrator experience in an organization of similar size or environment.
- Must be trained and/or have demonstrated analytical and technical skills and installing, configuring, and administering Mac file servers and/or Linux application and data servers and/or work stations, as well as performing back up and restore services. Ability to manage and communicate tasks, status, and deadlines, while being self-directed about own schedule.
- Excellent written and oral communication skills required. Diplomacy and professionalism in working with individuals via email, over the phone, and in person.
- Strong organizational skills, the ability to work independently, be detail oriented, and maintain focus while handling multiple tasks simultaneously.
- Ability to interact with all levels of administrative staff, faculty, students, visitors, and prospective students.

TO APPLY

To apply for this position, please send a cover letter and resume to working@sva.edu. No walk-ins please. The School of Visual Arts is an equal opportunity employer.

ABOUT SVA

The School of Visual Arts (SVA) in New York City is an established leader and innovator in the education of artists. From its inception in 1947, the College has instituted numerous educational innovations, including the selection of professionals working in the arts and art-related fields as instructors. SVA provides an environment that nurtures creativity, inventiveness and experimentation, enabling students to develop a strong sense of identity and a clear direction of purpose.

MFA in Interaction Design: http://interactiondesign.sva.edu/
SVA: http://www.sva.edu/