Job Description

Title: **Senior IT Systems Engineer**

Reports to: Director, Information Technology

Status: Full-time **Date Revised:** 07/14/2023

Summary

The Senior IT Systems Engineer is responsible for assisting the Director, Information Technology and IT staff in the acquisition, installation, support, and maintenance of all information technology systems located internally, externally and hosted in the cloud. Hands-on experience with Microsoft 365 systems regarding configuration, administration, and support is required. This role is responsible for the day-to-day operational management and support of Microsoft systems including SharePoint, Exchange, Identity, Active Directory, Azure, Security, MS Teams, desktop systems and related software. This role works closely with management and staff to provide Help Desk support and to define business and systems requirements for new technology implementation to deliver strategic benefits to SVS staff and their customers.

What you'll own

- Manage the acquisition, installation, maintenance, and support of the organization's hardware/software, including that used in voice communication and audio-visual systems and applications.
- Own the delivery, maintenance, and support of Microsoft services, including directory, email, storage, identity, security, web conferencing and telephony.
- Possess deep knowledge of and relevant experience with Microsoft 365 configuration and administration.
- Demonstrate and apply knowledge of virtualization in the maintenance of hosts and virtual machines.
- Provide strong, technical support, problem resolution, and troubleshooting for local and remote team members.
- Implement IT solutions and processes to streamline functions and improve productivity.
- Provide project management by documenting requirements, creating plans, and working with staff and vendors to successfully deliver projects.
- Support network operations, including troubleshooting connectivity issues. Escalate to infrastructure vendor for advanced expertise.
- Participate effectively in periodic IT budgeting exercises.
- Other duties as assigned.

What you'll bring to the job

- Bachelor's degree in computer science or equivalent experience
- 5+ years Microsoft 365 systems experience preferred
- 3 years non-profit experience highly desired
- Customer service mindset and effective communication skills with the ability to present technical information in simple to understand language.
- Strong vendor and project management background
- Experience with AMS (Association Management Software) implementations and upgrades a plus
- Experience with database programming, analytics, and reporting a plus
- Strong sense of urgency and personal commitment

Job Description

To Apply:
Please submit your resume to HRResumes@vascularsociety.org

Physical Requirements & Environment
Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional local and out of town travel is required for this position. Occasional evening and/or weekend work maybe required based on business needs. Routine telecommuting is allowed. Occasional lifting objects or equipment up to 35 lbs.

Our commitment
SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

About the Society for Vascular Surgery
The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,000 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.