

VIRGINIA AIR & SPACE CENTER

NASA LANGLEY VISITOR CENTER



Summary of Position

The Virginia Air and Space Center, NASA Langley's Official Visitor Center, located in Downtown Hampton, is seeking a qualified I.T. Systems Administrator. Under the general supervision of the Interim CEO, the Systems Admin will install and configure computer systems, diagnose hardware and software faults, and solve technical problems. The I.T. Systems Admin will develop and implement training and procedures for museum technology.

Candidate Will:

- Diagnose and repair technology-related issues, which may include either software or hardware
- Monitor Computer-Processing systems
- Systems Administrator Point of Sales Systems (Versai)
- Install Hardware and Software
- Setup/Breakdown and troubleshoot AV equipment needs
- Work with outside vendors and manage repairs when needed
- Manage build IT assets
- Asset Management for IT and AV equipment
- Work with the building's phone systems
- Troubleshoot IMAX and Maxflight ride repairs
- Basic understanding of Electronics such as Arduino or Raspberry Pi
- Create and implement technology training for staff as needed
- Work as needed weekends and evenings for special events or programming
- Management of Active Directory and Staff Accounts
- Other Duties as assigned

You Have:

- College Degree in Computer Science or Related Field preferred.
- 5+ Years in IT-related field
- Experience with Microsoft Office, Active Database, and basic Website Design
- Self-starter with a sense of urgency and prioritization

Physical Requirements:

- Stand and walk for long periods of time.
- Bend, stoop, kneel, and reach.
- Lift boxes or equipment up to 30 pounds.
- Climb ladders or step stools.
- Work from motorized platforms.

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Equal Opportunity Employer

The Virginia Air and Space Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Virginia Air and Space Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.