

VIRGINIA AIR & SPACE SCIENCE CENTER

NASA LANGLEY VISITOR CENTER



System Administrator at the Virginia Air and Space Science Center Part-Time Job Description (estimated 30 hours per week)

About Us

The Virginia Air and Space Science Center, NASA Langley's Visitor Center, is a vibrant, nonprofit museum featuring interactive aviation exhibits spanning 100 years of flight, more than 30 historic aircraft, a hands-on space exploration gallery, unique space flight artifacts, and more! VASSC has been sparing imagination, discovery and learning through its education-focused exhibits and STEM-centered programs. VASSC serves a diverse population of families, school groups, and community organizations through interactive play-based exhibits, NASA summer camps, IMAX documentaries, and special events year-round. VASSC is one of Hampton's top family destinations providing enriching learning experiences for children with creative programs and larger-than-life movies.

Summary of Position

The Virginia Air and Space Center, NASA Langley's Official Visitor Center in Downtown Hampton, is seeking a qualified I.T. Systems Administrator. Under the general supervision of the Director of Facilities, 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 building 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

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Qualifications

- 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.

Equal Opportunity Employer

VASSC is committed to and accountable for advancing diversity, equity, inclusion, and sustainability in all of its forms. 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.

Job Type: Part-time, hourly

Work Location: One location