



**Job Title:** Systems Administrator/Web Developer

**Location:** Boston, MA

**Organization:** Cheng & Tsui Company

**Job Responsibilities:**

Cheng & Tsui, the leading publisher of Asian language textbooks and digital products, is seeking an experienced Systems Administrator to assist in the safe and effective administration of our network systems, servers, and applications. An ideal candidate should also have basic development skills, the ability to assist in web application development and an eagerness to grow in this role.

**Responsibilities**

**Systems Administration**

- Maintain safe and secure network environment
- Ensure uptime of critical systems and infrastructure
- Apply updates, patches and configuration changes
- Install and configure new hardware, software, and network equipment
- Handle database administration (MS SQL/MySQL)
- Build reports and assist staff in retrieving data as needed
- Maintain configuration, security, support and training documentation
- Provide help desk and/or customer and staff support as needed
- Repair equipment or contract outside support/consulting when required
- Respect user privacy and safeguard privileged/confidential information

**Web Development**

- Assist in the planning, development and testing of web applications
- Modify and/or improve existing applications built on Drupal
- Meet with company members as well as outside vendors to develop an understanding of user requirements
- Research new concepts, technologies and vendors
- Participate in brainstorming and concept development

*For further information please contact the offices of Career Services and Industry Partnerships:*

Phyllis Molta	617-588-1347	<a href="mailto:pmolta@bfit.edu">pmolta@bfit.edu</a>	Director
Jack Harari	617-588-1379	<a href="mailto:jharari@bfit.edu">jharari@bfit.edu</a>	Contact for Full-Time Jobs
Emily LeFevre	617-588-1338	<a href="mailto:elefevre@bfit.edu">elefevre@bfit.edu</a>	Contact for Part-Time Jobs



BENJAMIN  
FRANKLIN  
INSTITUTE OF TECHNOLOGY

## Job Requirements:

- Bachelors degree and/or relevant certifications (MSCSA, CompTIA A+, Network+, RHCE) or equivalent professional experience
- Must have experience administrating Windows SBS 2003/2008 and Microsoft SQL Server 2000/2008, VMware/Parallels/Xen experience desired
- Strong MS SQL/MySQL skills with experience developing advanced reports in Report Builder and/or Crystal Reports
- PHP, python, bash and/or NT batch scripting skills, basic knowledge of object oriented programming
- Working knowledge of HTML/CSS, experience with CMS platforms (Drupal/Wordpress) preferred
- LAMP or other command-line Linux systems administration experience strongly preferred
- Highly organized and focused, able to work independently and collaboratively, able to multitask in prioritized and timely manner , and communicate clearly on the phone and in writing
- Must have passion for technology with commitment to continuous learning
- Interest in company's educational mission a plus

We are an Equal Opportunity Employer. We offer 401K Plan, health, dental, life and disability. . Salary commensurate with experience.

For more information, please visit our website at [www.cheng-tsui.com](http://www.cheng-tsui.com)

**TO APPLY:** Please email résumé and cover letter with details on how your skills and experience mesh with the duties listed above.

Please also provide salary history.

E-mail to [hr@cheng-tsui.com](mailto:hr@cheng-tsui.com). Include **Systems Administrator** in the subject line.

Posted on: 7/15/2015

Major: Computer Technology

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