



U.S. PROVINCE OF THE MISSIONARY OBLATES OF MARY IMMACULATE, INC.

OBLATE SERVICE CORPORATION

JOB OPENING

The Oblate Service Corporation is seeking a skilled and service-oriented ***Systems-Network Administrator*** to support the reliable, secure, and efficient operation of technology systems across the U.S. Province. This position offers an opportunity to make a meaningful impact by supporting the technology infrastructure that enables our Catholic ministry and mission-driven organizations to serve others effectively.

Position: **Systems-Network Administrator**

Position Status: **Exempt/Full-Time, San Antonio, TX**

Position Summary: The Systems-Network Administrator is responsible for installing, configuring, maintaining, monitoring, and troubleshooting servers, workstations, network infrastructure, cloud services, communications platforms, access-control technology, and business applications. This role also provides responsive technical support, maintains documentation and technology assets, and contributes to cybersecurity, backup, business continuity, and disaster recovery efforts.

Essential Duties and Responsibilities

- Administer and support Microsoft Windows servers, workstations, storage systems, and network infrastructure.
- Provide Help Desk support and resolve technical issues for end users.
- Manage Microsoft 365, Azure Active Directory, user accounts, permissions, and security controls.
- Monitor and troubleshoot LAN/WAN networks, wireless networks, VPNs, VoIP systems, and firewalls.
- Support Meraki network technologies and security infrastructure.
- Maintain technical documentation, network diagrams, configuration records, and asset inventories.
- Perform backups, restoration testing, and disaster recovery support.
- Assist with cybersecurity initiatives and technology best practices.

Qualifications

Required:

- Associate degree in Information Technology, Computer Science, Networking, or a related field.
- Minimum of two years of experience supporting network infrastructure, systems administration, or end-user technology.
- Experience with:
 - Microsoft Windows 10/11 and Windows Server environments
 - Microsoft 365 Administration
 - Active Directory/Azure AD
 - TCP/IP, DNS, DHCP, and networking fundamentals
 - Hardware, software, and network troubleshooting

Preferred:

- Bachelor's degree in a related field.
- Experience with Hyper-V virtualization, Meraki technologies, Zoom, Microsoft Teams, SharePoint, and cybersecurity tools.
- Relevant technical certifications.

Qualification Requirements

The ideal candidate is a collaborative problem-solver who:

- Communicates technical information clearly to users of varying skill levels.
- Demonstrates strong analytical, organizational, and customer service skills.
- Enjoys learning new technologies and working in a mission-driven environment.
- Can work independently while contributing effectively to a team.

Physical & Work Environment Requirements

Work is performed primarily in a professional office environment and may also require access to server, network, telecommunications, and equipment areas. The noise level is moderate.

Work Schedule

Monday through Friday, 40 hours per week. This position requires on-site presence in San Antonio, Texas. A hybrid work schedule may be available after successful completion of one year working in-office.

Application Instructions

If you are passionate about technology, enjoy supporting users, and want to use your talents to further a meaningful mission, we encourage you to apply. Interested candidates should submit a resume and salary requirements to:

Diann Donjon Human Resources Manager ddonjon@omiusa.org

Magda Luevano Human Resources Manager mluevano@omiusa.org

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer

10-1-2026