About CIMS
The Carleton Immersive Media Studio (CIMS) is a Carleton University research centre dedicated to the advanced study of innovative, hybrid forms of representation that can both reveal the invisible measures of architecture and animate the visible world of construction. Affiliated with the Azrieli School of Architecture & Urbanism, we are committed to exploring and developing innovative, symbiotic relationships among digitization, building information modelling, simulation, digital assisted story telling, and digitally assisted fabrication.

Job Summary
CIMS is seeking a qualified candidate to fill a **part-time or full-time** (up to 35 hrs/wk) position as a Systems Administrator in Information Technology and Networking. The successful applicant will be responsible for providing IT support for the research centre. Key responsibilities include:

- maintaining a network infrastructure for a heterogeneous computing environment;
- maintaining key network services including DHCP, DNS, SAN/NAS storage arrays, domain services, and email, web and print servers;
- providing support to developers in setting up and maintaining databases, webservers, network and configurations;
- assisting in the administration of rendering clusters;
- assisting in the operation and maintenance of Audio/Visual installations;
- supporting 3D production protocols and high-performance visualization solutions;
- providing advice to senior managers and the Director on the technical viability of projects and proposing solutions for on-going projects including the submission of technical reports and associated budgets;
- developing internal reports and documenting processes;
- maintaining an inventory of lab equipment, workstations and software licences;
- communicating with vendors to arrange the purchase of lab equipment, workstations and software licences; and
- providing other support services as required to research and content creation teams.

Qualifications
- undergraduate degree or enrolment in an IT-related field;
- troubleshooting skills in a Windows 7/10 environment;
- knowledge of security issues (maintenance and configuration of firewalls and Virtual Private Networks);
- knowledge of network storage infrastructure including SAN/NAS arrays and other backup procedures;
- knowledge of Microsoft Windows Server 2008 R2 – 2012R2; 2016 would be an asset;
- knowledge of Cisco IOS and SNMP services;
- experience with the design and implementation of network infrastructure and Windows domains including related services (DHCP, Authentication, DNS);
- knowledge of Linux and Apple OS X operating systems and related networking protocols including Samba and NFS; knowledge of PowerShell is considered an asset;
- knowledge of Virtual Reality solutions with HTC Vive and Oculus Rift is considered an asset;
- excellent communication and time management skills;
- ability to work independently and as part of a team; and
- ability to document processes and write reports.

To Apply
Contact Dr. Stephen Fai at sfai@cims.carleton.ca to apply.