Lux Company Overview

Lux Consulting Group, Inc. (Lux) is a dynamic, award-winning small business providing professional services to help government and non-government agencies run social and scientific programs at the local, national and international levels. Lux operates as a remote/telework/virtual workplace with headquarters in Silver Spring, MD.

Position Description: Systems Administrator - Remote

Seeking a self-driven, team-centric IT Specialist to join our Innovation and Information Technology team. The technologies to manage include, but are not limited to, Amazon Web Services (AWS), Amazon Workspaces, Google Workspace, Windows Server and Active Directory, Linux, LAMP, and VoIP.

The Systems Administrator will deploy, backup, secure, and maintain Lux's virtual infrastructure, including networks, Windows and Linux servers, and Amazon Workspaces. The candidate will routinely check the viability of backups.

The candidate must be able to develop, document, and follow policies and procedures, including developing best-practice security policies and procedures. The candidate must provide training on these policies as well as on use of Google Workspace and Microsoft Office products.

The Systems Administrator will monitor and respond to support requests. The role requires conducting remote support to staff and users across the world to resolve issues with common business applications, such as, email, video conferencing, and phones and provide support on how to troubleshoot our custom-built applications.

The Systems Administrator is responsible for maintaining a professional and amiable relationship with the IT department's clients (both internal and external). The Systems Administrator will be called on to provide support assistance on contracts and may need to provide support beyond IT as needed.

Lux is a remote-first environment. Most of the System Administrator's work will be conducted in a virtual environment. Therefore, the candidate should be able to maintain connectivity to our Amazon Web Services and Google Workspaces environments. The candidate may infrequently need to travel to Lux or its client sites.

Job Types: Full-time, Remote

Qualifications

Minimum Qualifications:
- Bachelor's degree in IT, CS, Computer Security, or related fields
- 5+ years of varied information system administrative
- Ability to obtain Public Trust security clearance
- US Citizenship

Required Technical Skills:

- Expert in Microsoft Windows Server and Desktop Systems
- Expert in Microsoft Office products, especially Excel
- Ability to setup Active Directory Domains and create trust relationships
- Experience with: Amazon Web Services, Amazon Workspaces, Google Workspace, Microsoft Office, Windows Server, Linux, Computer Security, and industry/government best practices in systems administration
- Required Skills:
- Strong writing skills
- Ability to write and follow policies and procedures
- Strong problem-solving skills, resourceful, with a wide toolkit of technical knowledge
- Does not require handholding. Proactive researcher
- Ability to work with tight deadlines
- Ability to work in stressful situations
- Ability to work in a team environment
- Strong skills in communication with users of varying levels of technical knowledge
- Ability to take direction and multi-task
- Diligent, stays on top of recurring tasks
- Ability and environment to successfully work in a virtual/remote environment

Preferences

Preference will be given to candidates with any of the following:

- AWS certifications
- Microsoft certifications
- LAMP stack experience
- WordPress experience
- IT Security experience
- JBoss/Wildfly experience
- RingCentral experience
- ZenDesk experience
- SpiceWorks experience
- CubeBackup experience

What We Offer

- A fun, dynamic working environment with an energetic and diverse team
- An inclusive culture where everyone is welcome
- Competitive compensation commensurate with experience
- Medical, Dental and Vision coverage
- Short & Long Term Disability in addition to Life Insurance (company sponsored)
- 401k Retirement Savings Plan through ADP (After 6 months of employment)
- Paid Time Off (PTO)- Full Time Accrual

Systems Administrator - Remote

EEO

Lux is proud to be a minority-led, Equal Opportunity Employer. We're committed to building a diverse and inclusive workplace where everyone feels welcome and can bring their whole selves to work. We believe a team that reflects a variety of backgrounds and perspectives helps us better serve the needs of our customers and we celebrate diversity in all forms. As an Equal Opportunity Employer, we're committed living out these values in all aspects of hiring, employee engagement and retention.

How to Apply

How To Apply Interested candidates should submit a resume, references, and cover letter addressed HR@luxcg.com. The cover letter should include the name of the position and start date availability. Please note: Resumes submitted without a cover letter will not be considered.