



Mecosta-Osceola Intermediate School District

15760 190th Avenue, Big Rapids, MI 49307
Phone: (231) 796-3543 | Fax: (231) 559-0505 | www.moisd.org

2627-39 Notice of Vacancy

Title: Systems Engineer

Program: Technology Services

Start Date: As soon as possible

Classification/FLSA: Non-Union | Non-Exempt | Non-Administrative

Duration: Full-time | Fiscal year calendar | 260 days | 7.5 hours per day

Reports to: Assistant Superintendent of Technology Services

Working Location: Mecosta-Osceola Resource Center

Position Summary: The Systems Engineer is responsible for administering Google Workspace and Microsoft Active Directory environments to ensure reliable, secure access to accounts, devices, applications, and shared resources for MOISD and participating local districts. This position also assists Technology Services staff with network operations, cybersecurity initiatives, and systems administration to support a secure, efficient, and reliable technology infrastructure.

Professional Requirements / Education and Experience

- Associate degree in information technology, computer science, or a related field, or an equivalent combination of education and relevant work experience.
- Experience administering Google Workspace and Microsoft Active Directory.
- Working knowledge of Group Policy, DNS, directory synchronization, and account provisioning.
- Understanding of multifactor authentication, access controls, and secure administration practices.
- Basic knowledge of TCP/IP, switches, wireless networks, and firewalls.
- Strong troubleshooting, documentation, communication, and customer service skills, with the ability to manage competing priorities and maintain confidentiality.
- Experience in K–12 education or shared services, Google Workspace for Education, and managed Chromebooks preferred.
- Experience with Google Vault, single sign-on, automated provisioning, and PowerShell or other scripting tools preferred.
- Familiarity with VMware vSphere/ESXi, virtual servers, backups, endpoint security, network monitoring, and incident response preferred.
- Relevant Google Workspace, Microsoft, networking, or cybersecurity certifications preferred.

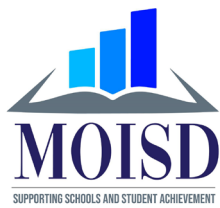
Essential Duties

Google Workspace and Device Administration

- Administer Google Workspace for Education services, organizational units, administrative roles, licensing, security settings, and staff and student accounts.
- Manage ChromeOS device enrollment, applications, updates, restrictions, and policies.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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- Configure multifactor authentication, account recovery, sharing permissions, and external collaboration settings.
- Support email routing, delivery, spam protection, and email authentication in collaboration with Technology Services staff.
- Assist with Google Vault retention, searches, and exports in accordance with approved procedures and authorized requests.
- Monitor service health and coordinate vendor support as needed.

Microsoft Active Directory and Systems Administration

- Manage users, computers, groups, organizational units, delegated permissions, service accounts, and Group Policy.
- Maintain domain controllers, DNS, and directory replication; troubleshoot authentication, permissions, and domain connectivity issues.
- Support access to file shares and applications; coordinate server updates, backups, and recovery efforts with infrastructure staff.
- Maintain directory synchronization, automated provisioning, single sign-on, and approved application integrations.
- Monitor and optimize system performance to ensure high availability, reliability, and efficiency.

Account Management and Information Security

- Coordinate account creation, modifications, and removal with Human Resources, student information staff, and district contacts.
- Apply role-based access controls and the principle of least privilege; regularly review privileged and inactive accounts and access permissions.
- Document account-related processes for onboarding, position changes, and separations.
- Protect student and staff information through approved account management, access controls, and security practices.

Network Operations and Cybersecurity

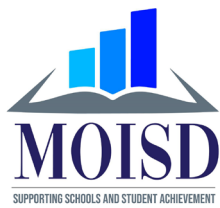
- Assist with switches, wireless networks, firewalls, VLANs, connectivity troubleshooting, and approved network changes under the direction of the designated network lead.
- Support network monitoring, configuration backups, equipment documentation, and connectivity testing.
- Assist with endpoint protection, vulnerability remediation, security logging, and investigation of security alerts.
- Support incident response activities, including account containment, evidence preservation, recovery, and security improvements.
- Participate in backup restoration and disaster recovery exercises.
- Coordinate complex technical issues with Technology Services staff, service providers, and vendors.

Technical Support, Documentation, and Collaboration

- Resolve assigned support tickets and communicate effectively with staff and district contacts.

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- Maintain accurate documentation of systems, configurations, procedures, and changes.
- Follow established change management procedures and coordinate maintenance activities to minimize disruptions.
- Provide technical guidance and training to staff as needed.
- Assist with technology planning, renewals, and recommendations for system improvements.
- Collaborate with MOISD departments and participating districts to support technology needs and initiatives.
- Explain technical concepts clearly to both technical and non-technical audiences.

General Responsibilities and Physical Requirements

- Demonstrate a strong work ethic and the ability to work effectively in a fast-paced environment while prioritizing multiple responsibilities and contributing to a collaborative team.
- Be available to work outside regular business hours for scheduled maintenance, urgent technology needs, or security-related issues.
- Assume responsibility for transportation to assigned worksites and maintain regular, reliable, and punctual attendance.
- Lift and transport technology equipment weighing up to approximately 50 pounds.
- Use ladders and standard technology installation tools as required.
- Work at multiple District buildings and technology locations as needed.
- Perform additional duties as assigned by the Assistant Superintendent of Technology Services.

Compensation: Commensurate with credentials and level of experience

Benefits: Full family medical, dental, vision, life, accidental death and dismemberment (AD&D), and long-term disability (LTD) insurance; employee assistance program; Michigan Public School Employees' Retirement System (MPERS); paid holidays; paid sick, vacation, and personal leave; opportunities for professional development and advancement, including tuition reimbursement.

Posting Date: 10/22/2026

Application Deadline: 11/01/2026 or until filled

Submit Cover Letter, Résumé, References, and Applicable Transcripts to:

Dana Boglarsky, Human Resources Specialist

Email: jobs@moisd.org

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