



Job Requisition

Revision Level 000

Job Title:	Systems Administrator		
Department/Group:	Services/Operations	Job Code/ Req#:	JR-0119
Location:	Groton, CT	Travel Required:	May be some light travel
Level/Salary Range: (PM to determine)	Negotiable based on experience	Position Type:	Temp Position, 210 days, Full Time with Benefits
HR Contact:	Sandra Allen	Date posted:	July 9, 2026
Clearance Required:	☒ Secret ☐ Top Secret ☐ N/A		
External posting URL:	www.ClearanceJobs.com		
Internal posting URL:	www.craytek.com/jobs		
Applications Accepted By:			
E-MAIL: info@craytek.com Subject Line: Systems Administrator Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		MAIL: [Recruiting Contact or Hiring Manager] Craytek Inc. 8136 Old Keene Mill Rd. Suite A302 Springfield, VA 22152	
Job Description			
ROLE AND RESPONSIBILITIES As a Systems Administrator, you will be the point of contact for Tier I through Tier III resolutions. Many of the tasks will be the management and administration of server and network systems with minimal configuration. You will also coordinate with the other Navy program offices and headquarters to manage enterprise-wide concerns and resources. An in-depth understanding of network protocols as well as Microsoft Windows operating systems is required in supporting near 100% resource availability. Frequent travel required. Day to Day responsibilities will require: • The ability to respond, resolve and escalate requests via phone, email and ticketing system • Follows security procedures & regulations for processing/controlling classified material access • The ability to provide user training and documentation in Microsoft applications, Adobe, Mobile devices and best practices • Coordination with third party vendors for services and resource acquisition and support • Windows Server management • Knowledge and support for video teleconferencing systems • Management of server and network closets, cabling • Experience in Microsoft Exchange management tools • Knowledge in other technologies such as RSA authentication, Checkpoint firewalls, SCCM, Blackberry Enterprise Server, Cisco LMS, Purebred, Apple Business Manager • Utilization of Active directory for various levels of account and security management • Vulnerability management, incident response • Ability to lift standard IT equipment for installations moves, etc. • Manage and maintain Conference Rooms; update cabling, when necessary, maintain AV Rack and ensure proper cabling and organization is utilized, setup/breakdown of equipment for special events, provide hands-on assistance with customers during initial setup of meetings. • Maintains current knowledge of relevant technologies as assigned.			



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- Provides occasional on-call support after normal business hours.
- SAN management: optimization, creating backups/restores, data integrity
- The ability to document and report status and provide security guidelines to leadership
- Maintain inventory of physical assets assigned to site.
- Assist customer(s) with login and VPN connection of on-site tablets.
- Experience with Common Access Card (CAC) Public Key Infrastructure (PKI), including certificate publication and recovery.
- Build and issue assets, including laptops, desktops, iPhones, etc.
- Any additional responsibilities assigned by the project manager or government lead

QUALIFICATIONS

- CompTIA Security+ (or equivalent)
- Windows 10 Operating System Training Cert
- Active Secret Clearance
- 4-6 Years Experience in IT, preferably in a DOD environment

EDUCATION/TRAINING/EXPERIENCE

- Knowledge of the principles, methods, and techniques involved in help desk operations, support technician operations, and Active Directory.
- Ability to work independently with minimal supervision.
- Exceptional customer service with various levels of military and government personnel
- Knowledge of Excel, Word, PowerPoint, Outlook, Adobe Acrobat, and other general applications.

ADDITIONAL NOTES

- 1. ACTIVE SECRET CLEARANCE REQUIRED**
- 2. CAN BE A 1099 POSITION IF SUCCESSFUL CANDIDATE PREFERS**

Reviewed By:	Sandy Allen	Date:	July 9, 2026
Approved By:	Rich Petrassi	Date:	July 9, 2026
Last Updated By:	Rich Petrassi	Date/Time:	July 9, 2026