



NOVA CORPORATION

NOVA Corporation is 100% tribally owned by the Navajo Nation. Recognized by the Small Business Administration (SBA), we are certified as a Tribally Owned 8(a) Small Disadvantaged Business.

NOVA Corporation is dedicated to providing outstanding services to its customers and employees. Our strength is in our ability to understand our client's needs and deliver a solution that will not only meet those needs but exceed their expectations.

NOVA Corporation strives to be innovative in all areas of business and is committed to technical excellence. Our headquarter office is located on the Navajo Nation reservation in Window Rock, Arizona. Also, we have a satellite office located in Chambersburg, Pennsylvania.

NOVA Corporation provides unique, custom solutions to meet our customers communications needs. Our solutions provide communication capabilities using modern technology. At their most complex, they are multi-purpose systems that gather information from dozens of different sources. The information is presented to decision makers immediately, visually, clearly.

Help Desk Manager

Capabilities/Duties: 4+ years of experience with Windows operating systems (2000, 2003, XP, Vista, 2008), email and calendar systems, Web-based applications; Internet Explorer, Active Directory, TCP/IP (functionality with Web and Network).

Responsible for Windows 2003 / 2008 servers, Active Directory account and distribution group management; administration of Exchange 2003 / 2008 environment, server configuration management, server upgrades, documentation of server infrastructure, procedures, policies, and training materials, and server hardware and software accountability. Responsible for system and security patches; upgrades and system migrations; ability to learn new technologies and apply new information. Employs strong analytical skills to troubleshoot problems that are complex to extremely complex. Provide Tier 1 and 2 support as necessary for systems. Analyzes and recommends changes to the production system environment and provides additional support in the areas of Active Directory and/or Exchange administration and assists with all hardware/software installs. Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

Required certifications:

MCSE or client approved equivalent required.

Minimum 6 years experience

B.S. or B.A. Degree in Computer Science, Management information Systems, Systems Engineering, or related discipline

A combination of related experience, additional years of job specific experience, and certifications will be used to evaluate a candidate for eligibility in lieu of a degree

You MUST possess a current DoD Clearance to be considered for this position.