Information Systems Administrator / IT Specialist

About the Marine Band

"The President's Own" United States Marine Band is America's oldest continuously active professional musical organization, whose mission is to provide music for the President of the United States and Commandant of the Marine Corps. Today's Marine Band is composed of about 165 of the nation's finest musicians and a full-time professional support staff consisting of communication strategists, recording engineers, stage managers, music arrangers, and librarians along with administrative, supply, information technology and operations professionals.

The position requires enlistment in the United States Marine Corps with a four-year initial commitment. Those selected for "The President's Own" are **under a contract "for duty with the U.S. Marine Band only"** and are permanently stationed at Marine Barracks Washington, D.C. The entry-level rank for members of the Marine Band is staff sergeant (E-6). However, those active-duty Marines who have achieved the rank of Gunnery Sergeant (E-7) or higher will be considered. Active-duty members <u>outside of the Marine Corps</u> will enter as a Staff Sergeant (E-6), while retaining their years of active service from a pay perspective.

Position Description

This position is part of a two-person team that provides systems administration and server operations to maintain and improve availability and performance of Marine Band IT systems and dependent environments. The selected candidate will assist with supporting the full Marine Band IT environment to include data storage/transport systems, backups, network systems, server support, modernization efforts, etc. Duties also include providing help desk/technical support to unit personnel, writing instructional content and procurement documentation, and collaborating with peers and supervisors by providing technical support and research for group projects.

Position Responsibilities and Major Duties

- Maintain and support the unit's local area networks, data storage systems/devices, physical and virtual environments
- Apply information security and information assurance policy, principles, and practices; ensure all systems are configured, maintained, and operated to meet United States Marine Corps standards
- Manage system and network performance, analyze, isolate, and resolve system and network problems
- Perform software and hardware installations, updates, upgrades, and configurations/reconfigurations
- Participate in and support basic vulnerability assessment and mitigation
- Participate in the development, testing, and implementation of disaster recovery procedures for all automated information systems
- Develop expertise and prepare instructions to train users on new technologies
- Perform help desk related duties, customer service, local support, and troubleshooting
- Research and make recommendations in all areas of automation needs; assist in identifying potential improvements in the way Information Technology (IT) is applied to key business processes
- Assist in the development of requirements and specifications for IT systems that meet business needs
- Assist with IT asset procurement and asset management
- Provide technical leadership on group projects
- Perform other duties as assigned

Position Qualifications

Experience, education and/or specialized training sufficient to demonstrate knowledge and skillsets including:

- Rank of Sergeant (E-5) and above
- Extensive experience/education/certification in Computer Information Systems or Information Technology
- CompTIA Security+ certification required (must be able to obtain Security+ CE within 6 months of hire if not already certified); certification must be maintained for the duration of employment
- Experience with analyzing information technology systems to maintain systems administration related to computer hardware, software, and network interface to ensure performance and availability
- Attention to detail, customer service, oral communication, and problem solving
- Curiosity and enthusiasm for continual learning, along with a demonstrated aptitude, are invaluable in this position

Highly Preferred: In addition to the above, a highly preferred candidate will have:

- Certifications such as CompTIA A+, Network+, Server 2012 or equivalent knowledge levels
- Database administration experience; active directory/LDAP; some experience with programming languages such as Python, HTML, Bash, etc.
- The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential

Tasks that are more specific to this position, such as United States Marine Corps policy issues, procedures, and documentation, can be learned during on-the-job training. Continuing formal education may also be available through opportunities such as Tuition Assistance, the Post-9/11 GI Bill, and commercially offered short form focused courses. Candidates are expected to have varying degrees of experience in the listed categories; a strong baseline skillset in computer management, security principles, and basic network administration will provide a solid foundation for further skill development as needed.

Salary and Benefits
See https://www.marineband.marines.mil/Career-Info/ for more information

Enlistment Qualifications
Active-duty candidates should receive approval from their command to take part in the interview process, including the potential for approval for release for the purposes of executing a lateral move to MOS 5511, if selected. Time on station waiver may be required. Those active-duty candidates who have already been selected for special duty assignments may not be eligible for a lateral move. Please discuss with your MOS monitor to gain the most accurate information.

Application Process
Interested applicants should submit the following items no later than March 13, 2026:

1) A cover letter and résumé listing education, past experience, and current position, as well as three professional references with phone numbers and email addresses.
2) A completed Applicant Fact Sheet, which can be found at https://www.marineband.marines.mil/Career-Info/
3) Completed Assessment Questionnaire, which can be found at https://forms.osi.apps.mil/r/DxXgr6Ama5
4) Letter of recommendation from a current or former supervisor
5) Basic Individual Record
6) Basic Training Record

All application materials should be sent electronically as PDFs to marineband.sysadmin@usmc.mil AND usmb.isa+submissions@gmail.com. The Assessment Questionnaire will be processed automatically; there is no need to download/send a copy.

Qualified applicants will be contacted after the requested materials have been received. The first round of interviews for selected candidates will be conducted by phone. Those applicants who advance will be invited to visit Marine Barracks Annex in Washington, D.C. for a full day in-person interview that will take place in the spring of 2026. Applicants are responsible for their own travel expenses. For further information, please contact:

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