



IT SYSTEMS ADMINISTRATOR AT THE BRITISH SCHOOL AT ATHENS

Further Details of the Post of IT Systems Administrator at the British School at Athens

The British School at Athens (BSA), an institute for advanced research in the humanities and social sciences, seeks an IT Systems Administrator to develop and maintain the BSA's ICT infrastructure, co-ordinating with the BSA's departments to maintain services and develop new projects, and ensuring effective communication between the BSA and its client groups. The work of the IT Systems Administrator plays a central role in the operation of the BSA, interfacing with all departments and helping to organize administration, research and outreach. The BSA has a strong ICT focus and regards the development of its e-resources as a key part of its work. The IT Systems Administrator will work closely with the Digital Asset Manager in planning and developing e-resources.

The successful candidate will possess (or demonstrate the capacity to immediately acquire) core skills necessary to perform the following duties:

- Administration and management of physical and virtual servers: Windows Server 2019 with Active Directory, DNS and DHCP, Hyper-V and IIS. Administration of CentOS and Ubuntu servers.
- Maintenance and configuration of backups, anti-virus and MS Office software provisioning
- Maintenance and configuration of computer hardware (Linux library terminals, Windows PCs, local and network printers)
- Network equipment, configuration and maintenance: routers, switches, access points, VPN (experience with Ubiquiti products is an advantage)
- End-user desktop, fileserver and print support.
- Set-up, recording, editing and posting video of lectures, seminars and conference proceedings.

Additional desirable skills include:

- Cybersecurity: common threats and vulnerabilities, best practices
- Programming of web and data management applications using combinations of: PHP, Django, Python, JavaScript and CSS.
- Database administration: Postgresql / PostGIS, MySQL.
- Administration of user access on Axiell EMu collection management software.
- Web CMS: WordPress

- GIS development and map making

The successful candidate will be capable of working both independently and in creative teams in a flexible manner, and seeking imaginative solutions to complex problems. The candidate should be flexible and able to switch tasks throughout the day. S/he should be able to communicate effectively in both English and modern Greek.

Candidates should have a degree in Computer Science or equivalent work experience. Preference will be given to a candidate who combines ICT competency with experience in archaeology or in a field of Hellenic Studies as covered by the BSA's mission statement.

The salary will be from to €24,000 to €30,000 depending on qualifications, plus private health care. The position is available from **1 November 2022** or as soon as possible thereafter. A probationary period will apply. Residence in Athens (Greece) is a requirement.

The IT System Administrator is directly accountable to the BSA's Director. S/he will be required to abide by current appraisal procedures within the BSA.

Further particulars about the British School at Athens are given below and on www.bsa.ac.uk. Informal enquiries about the post may be addressed to the BSA Director, Professor Rebecca Sweetman (director@bsa.ac.uk). Applicants will be expected to have some understanding of the UK and Greek contexts within which the BSA operates.

Application:

Applications should be made through the **BSA website [here](#)** by **10 October 2022**.

Applicants should supply the following:

- ✓ A covering letter (of no more than two pages), giving the applicant's contact details, outlining the reasons for applying, giving details of supporting enclosures, and summarising the applicant's principal qualifications for the job;
- ✓ A curriculum vitae, giving details of past employment, academic and other qualifications, research interests, and other relevant experience. Please provide a detailed summary of your IT skills.
- ✓ Contact information for two referees is also required. You will supply this information at the BSA applicant portal.

The closing date for applications is **10 October 2022**. Shortlisted candidates will be interviewed either at the BSA in Athens, or by teleconferencing, depending on circumstances, on 24 October 2022.

Further details about the British School at Athens

An educational charity founded in 1886, the British School at Athens (BSA) is the UK's research hub in the humanities and social sciences in Greece and its wider Balkan, European, Mediterranean and Levantine contexts. It conducts, facilitates and promotes research of international excellence in all periods – from the Palaeolithic to the present – and across all humanities and social science disciplines, as well as offering targeted courses to develop the next generation of researchers and academics in those fields. Greece's centrality in the history of the western tradition, combined with its key position in post-Ottoman southern Europe and on the front line of the current refugee crisis, make it an unusually rich location for research.

The BSA forms part of the British Academy's network of British International Research Institutes (BIRI) which sustains and supports British research overseas: <https://www.thebritishacademy.ac.uk/international/research-institutes>. In Athens we support research in Greece and neighbouring countries as well as collaborations with local institutions. Our 136-year history brings a strong reputation, an unparalleled regional network, an accumulation of library and material resources, and a body of expertise that benefit both UK-based researchers and those who engage with us as research partners. In the 2017-18 session, for example, over 600 researchers and almost 1,000 students used our facilities and the BSA collaborated with 17 UK institutions and 58 institutions in Greece.

The BSA's goals are achieved through:

- an academic programme of seminars, lectures, and conferences;
- its internationally renowned library;
- the work of the Fitch Laboratory in science-based archaeological research across the Mediterranean;
- supporting the work of individual researchers from the UK and elsewhere, including applications for study and fieldwork permits; advice on the development of research programmes; accommodation and facilities in Athens and Knossos; and provision of online services;
- making research carried out at the BSA or with its assistance known through the publication of its journals and monograph series;
- promoting the use of its archival, laboratory, and museum collections by the scholarly community worldwide;
- providing funding (including studentships and visiting fellowships) for research in Greece, and to enable Greek researchers to visit the UK;

- providing internships and training courses for undergraduates, postgraduates, and schoolteachers.

The BSA's biannual *Newsletters (June and December since 2017)*, *Corporate Plan* and *Strategic Plan for Research 2021-2025* are posted on www.bsa.ac.uk.

Size and Scope

The BSA is an institute for advanced research and a registered UK charity (no. 208673). It maintains a hostel, world class library, archive, laboratory for archaeological science and offices in Athens; a smaller hostel, library and museum for study purposes in Knossos; and an office in London. It has five full-time academic staff (including the Knossos Curator), two research fellows, three full-time and two part-time administrative/secretarial staff, three full-time library/archival staff; and five full-time and two part-time domestic staff. The academic staff, the research fellows, and the Archivist are all actively engaged in research, and all staff are actively encouraged to undertake professional development. In addition, the BSA is supported by research-active non-executive staff in the UK – in particular the Chair of Council (Prof. Roderick Beaton), Vice-Chair of Council (Prof. Robin Osborne) and the Deputy Honorary Treasurer (Huw Smith). Its turnover for the financial year 2019-20 was approximately £1.5m. It offers two full-year research fellowships ('studentships') and several smaller bursaries for scholars every year. The BSA has over 300 supporters and over 220 members, i.e. scholars or scientists who use its facilities for study purposes every year. In addition, around 1,000 researchers, who are not members, are given rights to use the library each year.

Staffing

The BSA has the following research staff, details of whose research interests and publications are available on the BSA's website (www.bsa.ac.uk):

Full-time academic staff: Professor Rebecca Sweetman, Director; Dr Evangelia Kiriati, Director of the Fitch Laboratory; Dr Michael Loy, Assistant Director; Dr Noémi Müller, Scientific Research Officer; Dr Kostis Christakis, Knossos Curator.

Full-time research fellows: the current A.G. Leventis Fellow in Hellenic Studies, Dr Tulsi Parikh; the 1821 Fellow in Modern Greek Studies, Dr Michalis Sotiropoulos.

Research-active staff with other primary responsibilities: Ms Amalia Kakissis, Archivist.

Infrastructure and Facilities

The BSA's principal research infrastructure consists of its *Library*, its *Museum*, the *Fitch Laboratory* and its facilities at *Knossos*. Most staff are based in Athens, but a

London office is maintained in the British Academy (10 Carlton House Terrace, SW1Y 5AH), staffed by a full-time Development and Administrative Officer and a Development Executive on contract.

The *Library* in Athens contains over 70,000 volumes, 1,300 periodical titles and 2,000 maps, and has space for 50 readers. Its collections and desk spaces are housed on several different levels, which are served by stairs, reflecting its evolution over 120 years. It is staffed by two full-time librarians (Mrs Evi Charitoudi and Ms Evgenia Villioti) with the help of a Library/Archive intern. Members have 24-hour access. While providing a broad, research-level coverage of Greek archaeology of all periods, it specialises in the fields of Aegean prehistory, ancient art and epigraphy, and Byzantine and modern Greek studies (recently enriched with a major donation); it also houses historical collections (such as George Finlay's library) and a particularly good collection of Greek and Balkan journals. Its collections are complemented by those of the other foreign schools and institutes in Athens with whom we have reciprocal arrangements giving access to a unique collection of more than 450,000 titles on Hellenic Studies. We have particularly strong links with the neighbouring Blegen and Gennadius libraries of the American School, with whom we share a common online library catalogue (**AMBROSIA, American British Online Search in Athens**).

The BSA's *Archive* collections contain records of the BSA's field projects going back to 1886; material from the Byzantine Research Fund, c. 1895-1936 (c. 6,500 unique plans, drawings and photographs of Byzantine architecture - some of buildings now destroyed); the George Finlay papers, including journals from the Greek War of Independence; travel notebooks (Gell, Stuart); ethnographic records and a large collection of glass negatives. Our Archivist is responsible for access and conservation of the collection and has secured outside funding in support of projects to conserve, electronically catalogue and digitise images from selected collections. The Archive hosts an annual lecture by a visiting scholar on a relevant topic.

The *Marc and Ismene Fitch Laboratory for Archaeological Science*, founded in 1974, was the first of its kind in Greece. It specialises principally in the analysis of inorganic materials (mainly pottery, as well as metals, wall paintings, glass) and in geophysical prospection, specialisms which are complementary to the neighbouring Wiener Laboratory of the American School of Classical Studies in Athens. It maintains facilities for petrological analysis of pottery (facilities for thin section preparation and 3 research polarising microscopes coupled with digital photography system) and a WD-XRF spectrometer for chemical analysis. It houses comparative collections of over 10,000 archaeological samples and over 3,000 geological samples. For the needs of geophysical prospection it has a magnetometer and a resistivity meter. It also maintains reference collections of mammal and fish bones as well as of seeds with ample space for strewing archaeological material, and offers annually two bursaries for graduate students or early-career postdocs and a visiting lectureship. It is staffed by its Director, a

Scientific Research Officer, an administrator/analytical assistant, a research fellow, and visiting researchers or research associates linked to specific externally-funded projects. The Fitch plays a full part in the BSA's postgraduate teaching activities, currently staging short courses on ceramic petrology and the study of ancient glass.

Knossos has been a highly productive centre of research for the British School at Athens since 1900, when Sir Arthur Evans and David Hogarth, then BSA Director, began systematic excavations there. It remains a powerhouse of research, both in the field and in the study of excavated material, under the aegis of the BSA. The *Knossos Research Centre* (KRC) is focused upon the Stratigraphical Museum (a study centre and finds archive for all British fieldwork at Knossos since the time of Evans, and for several other BSA projects focused elsewhere in Crete) and has a self-catering hostel (the Taverna) and library, open year-round. The Library has a good collection of books and offprints (especially about Crete), and full access to e-resources via AMBROSIA. The Library is also used by local researchers, members of the Archaeological Service, the University of Crete, and other institutions. The Taverna serves principally as a base for those studying in the Stratigraphical Museum or the Herakleion Museum. Knossos is fully integrated into the BSA's ICT network. There is a resident Curator and a small domestic staff. The KRC hosts an annual postgraduate course on Prehistoric, Greek and Roman pottery, drawing on the collections in the Stratigraphical Museum.

In addition, the BSA's administrative and academic staff (principally the Administrator) makes use of the BSA's wide-ranging connections to help individual scholars with permit applications.

Dissemination and Publication of Research

The BSA maintains a policy of publishing the results of its own research, particularly in the fields of archaeology, epigraphy and history. The BSA's *Annual* (running since 1895 and published by CUP) is devoted to publishing research in all areas of the BSA's broad scope, including work carried out by its officers and other members. The BSA also compiles annually in collaboration with the Society for the Promotion of Hellenic Studies *Archaeology in Greece*, a collection of synthetic articles on recent archaeological fieldwork in Greece which draws on *Archaeology in Greece Online*, a regularly updated database of fieldwork reports produced in collaboration with the École française d'Athènes. Final reports on major excavation or survey projects usually appear in the BSA's *Supplementary Volumes*, while other collections are published in two series: BSA Studies in Greek Antiquity (CUP) and BSA Studies in Modern Greek and Byzantine Studies (Routledge).