

Independent Contractor: Systems Administration Support
August 2025
PALNI



Overview:

The Private Academic Library Network of Indiana (PALNI) is seeking an expert Independent Contractor to provide development, software, and server support.

Services to be Supplied:

To support PALNI development and technology efforts (following the Strategic Framework), the Independent Contractor will:

- Provide approved PALNI systems, applications, and hosting support (e.g., Discourse, Dreamhost, Digital Ocean, AWS)
- Provide approved custom API, scripting, or application development
- Provide approved development support for PALNI libraries, groups, and coordinators to address project development needs
- Create documentation support, and provide instructions for developed solutions, applications and scripts
- Provide project updates as requested
- Additional services may be negotiated between PALNI and the Independent Contractor
- To perform these functions, the Systems Administrator will:
 - Conduct necessary consultative meetings with approved supported institutions to implement, maintain, assess, and enhance services

Skills & Qualifications:

- Familiarity with hosting environments (Dreamhost, Digital Ocean, AWS)
- Ability to deploy software server environments
- Ability to manage hosted software and platforms
- Experience with API development, server configuration and maintenance, and coding languages
- Ability to write technical documentation

References: Please include one or more references who can attest to your ability to perform these requested services.

Work Arrangement: The Independent Contractor operates remotely, providing their own computer equipment, software, and internet access. The Independent Contractor is expected to meet with the PALNI Associate Director on a regular basis, but not less than monthly, to provide requested project updates. The Independent Contractor is not an employee of PALNI.

Compensation and Contract Term: Independent Contractor shall invoice PALNI on a monthly basis for Services. Fees are paid monthly, with the Independent Contractor providing services for agreed-upon hours during the term of the Independent Contractor Agreement. The term of this contract will be two years. The total annual budget for this project is \$26,000.

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Expressions of Interest: All interested and qualified individuals are invited to submit a cover letter, resume or portfolio, proposal, and three professional references to exec@palni.edu. Proposals should include a comprehensive budget, specifying the total bid amount as well as a breakdown of costs by deliverable, hourly rate, or milestone. Competitive pricing will be a key factor in our evaluation. **We will begin reviewing proposals on September 15, 2025.**

About PALNI: The Private Academic Library Network of Indiana (PALNI) is a 501(c)(3) owned by 23 private academic institutions. This library-to-library collaboration strives to [provide high-quality support for student learning and effective teaching](#) aligned with our institutional missions. Through the “Power of PALNI,” each school benefits from reduced duplication of efforts and achieves greater quality, value, and support.

PALNI does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation.