Sul Ross State University
Position Description

Official Title: Systems Administrator **Salary Group**: Unclassified (3) **Job Code**: 3802

Summary:

Function: The Systems Administrator will keep the University's file, print, application, database, and other servers continuously operational and available for use and will seek to improve their reliability, security, and efficiency through monitoring, diagnosis, upgrades and the introduction of new procedures and technology.

Scope:

Duties
Essential: Performs system maintenance and operation including system generation, queue management, installation of and upgrades to various operating systems as well knowledge of Backups, MS Exchange Server, active directory, MS SQL Server and other server applications; Installs, configures, troubleshoots, and tests application software for use in public computer facilities and electronic classrooms; Performs system and network performance management, including monitoring, tuning, as well as management of storage, memory, and CPU utilization. Collects and reports statistics on system utilization; Manages and administers the Storage area network (SAN) and the VMWARE environment; Writes, maintains, and documents programs, scripts, and procedures to automate systems and network management functions, such as user account maintenance and performance management, to distribute software, and to ensure security; Responsible for supporting and maintaining standards for server and data center administration; Researches and recommends hardware configurations and software applications; Manages the backup environment; Maintains security for University owned computers, servers and network; Additional responsibilities as directed by the supervisor consistent with rank and position.

Support: Cross-trains, participates and contributes towards knowledge management as pertaining to job duties; May be called after normal working hours to remediate failed servers from home or on campus in order to maintain the University's high standard of service availability. May be required to work periodically after University business hours (e.g., on scheduled nights and/or scheduled weekends) to provide such off-hour support.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: General supervision by Director of IT operations.

Given: Student assistants and graduate assistants (As available and appropriate).

Education

Required: Bachelor's Degree

Preferred: Bachelor's Degree in Computer Science or MIS and 3 or more years of related work experience

Experience
Required: Demonstrated experience in the use, support, administration and troubleshooting of Microsoft Windows XP Professional, Windows Server 2008, Active Directory, MS Exchange Server 2007 and all MS Windows Server operating systems; Excellent analytical, organizational and communication skills.

Preferred: Working knowledge of TCP/IP required; working knowledge of MAC OS, and SQL Server; Microsoft certifications (MCITP).

Equipment/Skills
Required:

Preferred:

Working Conditions
Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: November 7, 2011