

POSITION:	System Administrator	Job Posting #:A 879
DEPARTMENT/UNIT:	Information Systems	
DATE POSTED:	January 26, 2012	
DATE CLOSES:	Open Until Filled	

Full-Time Opportunity: Must be available to work flexible day shifts 8:00 a.m. - 5:00 p.m.
Position will rotate on-call responsibilities.

Essential Duties/Responsibilities

- ✓ **System administration (including backup, security management, user account management, e-mail systems, internet access, office systems and applications support).**
- ✓ **Supports server, network and desktop hardware, software and applications.**
- ✓ **Provide Tier III/other support per submitted requests. Investigate and troubleshoot issues.**
- ✓ **Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.**
- ✓ **Repair and recover from hardware or software failures. Coordinate and communicate with impacted users.**
- ✓ **Rolls out hardware and software to ensure optimal deployment of resources.**
- ✓ **Plans, implements, and supports the network and computing infrastructure plan.**
- ✓ **Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.**
- ✓ **Manages small to medium sized projects according to agreed upon budgets and schedules.**
- ✓ **Assists with technology planning through ongoing research.**
- ✓ **Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.**
- ✓ **Perform regular security monitoring to identify any possible intrusions.**

Minimum Qualifications

- 1. Associate's Degree in computer science or equivalent experience – Bachelor's Degree preferred.**
- 2. Cerner experience is a plus.**
- 3. Demonstrated working knowledge of current communications devices and protocols, server and desktop technologies.**
- 4. Ability to manage multiple activities and tasks simultaneously.**
- 5. Facilitation and change management skills.**
- 6. Highly developed verbal and written communications.**

Drug Free Workplace – Drug Test Required

Equal Employment Opportunity