Job Title:	Systems Administrator	**Job Code:**	T43541
Job Function:	Staff	**Grade:**	219
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/12;1/04;7//00

Job Summary:

Provide enterprise-wide communications and computing support to the campus community by installing, integrating and managing network-based services, including server and storage hardware, system software and Internet and Intranet applications such as file storage, authentication, directory, email, database, web, ERP, learning management and other services. Perform system integration and software development functions to enhance the use of those services.

Essential Functions:

30% Acquire, install, test and manage hardware, operating systems and systems and application software on enterprise level UNIX, Linux and Windows servers, including both physical and virtual machines. Develop and maintain system documentation. Assist in managing system security. Carry out system migrations, conversions and upgrades.

30% Monitor enterprise server hardware, software, virtual infrastructure and applications. Identify and correct problems. Generate and analyze usage reports and system configurations for performance tuning and capacity planning. Assist in planning and maintaining data center facilities. Manage backup services. Available/on-call 24 hours/day for responding to critical problems.

15% Resolve problems for student, faculty and staff users. Provide technical consultation to other departments on the selection, acquisition, installation and management of server hardware and software. Manage individual and role-based access to services. Interact with other department personnel to trouble-shoot network problems.

15% Develop scripts and utility programs to facilitate administration of systems and services. Develop software, methods and procedures for system integration of various server platforms and services.

10% Research and evaluate new and emerging technologies. Adapt these technologies for use in the University environment. Maintain knowledge of new computer technology and advancements in hardware and software.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in server operating systems, server management, computer system development, networking protocols and programming. Knowledge of the design and functionality of Internet applications and protocols required. Highly developed problem solving, communication and technical writing skills required. Ability to adapt to new technology and maintain currency in technical knowledge required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.