

**Texas Wesleyan University  
Job Description**

**Name:** OPEN  
**Job Title:** Senior Systems Administrator  
**Department:** Information Technology  
**Reports To:** Network Operations Director (Bryan Daniel)  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** July 2009

**SUMMARY:**

Designs, manages, and administers university systems, including servers, applications, and databases. Activities include implementation, configuration, documentation, coordination, control, maintenance, troubleshooting, security, usage monitoring and the development of specialized procedures for systems. Responsible for ensuring the smooth operation of all university systems and effective execution of all backups and archrivals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Manages and maintains the server farm.

Maintains and configures systems, including installing operating systems, new software releases, and system upgrades.

Assists with configuration and support of Internet services (i.e. web services, email, FTP, etc.)

Researches and develops migration paths for server and infrastructure design.

Participates in designing and documenting the application architecture; maintains/updates documentation as systems and applications change.

Evaluates and installs patches and resolves software related problems.

Enforces system security and change management policies and procedures.

Maintains data archives and server activity logs.

Performs system backups and recovery.

Maintains system documentation, operating procedures, and logs.

Maintains and continually reviews disaster recovery plans and activities.

Refines systems design to improve efficiency and ease of management; ensures new technologies integrate with existing systems and services.

Monitors and manages system resources, including CPU usage, disk usage, and response times to maintain operating efficiency and meet the data/service needs of system users.

Maintains data files and monitors system configuration to ensure data integrity.

Assists in troubleshooting and diagnosing production problems; corrects identified problems.

Maintains application security, assists in event investigations, and compliance enforcement.

Runs periodic evaluations of all systems using system and network security checking.

Troubleshoots system access problems and implements system security policies and procedures.

Investigates new technologies and make recommendations for acquisition.

Coaches and provides feedback to other Systems Administrators.

Assist the supervisor in developing strategies to effectively improve performance and meet customer expectations.

Perform other duties as assigned.

**EDUCATION and/or EXPERIENCE:**

A Bachelor's degree from an accredited college or university with major course work in computer information systems, information technology or a related field required. At least 5 years of experience severing as a systems administrator required.

**CERTIFICATIONS:**

Server + or equivalent and Microsoft MCSE or MCSA certifications required.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Knowledge of concepts and administration of server operating systems and applications.

Knowledge of practices and methods of systems administration and maintenance.

Knowledge of Microsoft Windows server/client environment, including: Exchange, Active Directory, SQL Server, ASP.Net, IIS, and Web-services.

Some knowledge of Linux/Unix administration.

Knowledge of data storage and communications.

Knowledge of Server Virtualization design, implementation, and administration.

Knowledge of Storage Area Network design, implementation, and administration.

Knowledge of network design & principles

Knowledge of principles, practices, and techniques in the installation, maintenance and troubleshooting of server hardware and software.

Ability to perform backups, OS installations, configurations, testing and management of new hardware.

Ability to patch, install, and maintain operating systems.

Ability to conduct ongoing security risk assessments including the monitoring, investigation and reporting of security and access violations.

Ability to think critically; use logic and analysis to identify the potential enhancements and flaws in security measures.

Ability to make decisions and resolve problems – seek out information and data to evaluate, prioritize and formulate best solution or practice.

Ability to provide consultation and expert advice on systems security related topics.

Ability to analyze, interpret and present research findings into clear, concise reports.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships; work independently, meet deadlines, and demonstrate initiative.

Ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 25 pounds. Visual acuity, including color vision, is required. Must be able to move about and between campuses freely, including all offices and classroom areas.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Ability to work evening and weekend hours as required by the demands of the position.