UNIVERSITY OF WISCONSIN–SUPERIOR
POSITION DESCRIPTION
System Administrator
Office of Technology Services

Working Title: System Administrator
Hayes Hill Title/Level: IS Specialist, Associate, 12-month renewable, 1.0 FTE
Position Reports To: IS Supervisor

Position Summary

Position is primarily responsible for the design, implementation, management and maintenance of campus Microsoft System Center Configuration Manager. In addition, this position is responsible for the implementation and management of specialized server-based applications such as Secunia Corporate Software Inspector and Identity Finder data loss prevention solution. The position shall also assist primary server administrator with implementation and maintenance of specialized server-based applications.

Duties, Tasks and Responsibilities:

A. Use Microsoft System Center Configuration Manager (SCCM) to provide the following services to faculty, staff and lab computers:
   1. Remote control
   2. Patch management
   3. Software distribution
   4. Hardware and software inventory
   5. Simplify the task of building, maintaining and deploying operating systems
   6. Deploy operating systems, software applications, and software updates

B. Security Applications
   1. Manage Secunia CSI vulnerability management system
   2. Deploy Security Patches for operating systems and software
   3. Manage Identity Finder Data Loss Prevention System
   4. Administer Microsoft System Center Endpoint Protection on Faculty, Staff and Laboratory Systems

C. Serve as backup server administrator
   1. Serve as a backup to check servers daily to ensure proper operation when alerted
   2. Serve as backup to troubleshoot email flow/delivery, client-server problems including troubleshooting spam issues
   3. Serve as backup to create and maintain distribution lists on the email system including the digest/Listserv systems
   4. Assist with managing active directory group policies, user accounts/LDAP including creation process of these accounts and logon issues
   5. Assist with administration of VMware virtual environment
   6. Serve as a backup to install and configure Windows 2008, and 2012 Servers and server hardware in a consistent manner
   7. Assist with administration, setup, and configuration Web Servers (IIS)
   8. Assist with management of print services
9. Serve as a backup to manage and maintain scheduled uploads/downloads to 3rd party services and UW systems.
10. Assist with management of Storage Area Network devices
11. Serve as a backup to deploy/manage file storage and permissions

D. Other Duties as Assigned

Knowledge, Skills and Abilities:

1. Thorough understanding of System Center Configuration Manager (SCCM)
2. Experience with packaging, deploying applications and imaging of operating systems
3. Experience with security applications such as Identity Finder and Secunia CSI
4. Knowledge and experience with security patching processes
7. Experience with server virtualization technologies
8. Knowledge and experience with email technologies
9. Basic understanding of network security strategies
10. Thorough understanding and experience with technology troubleshooting strategies
11. Skilled in writing technical documentation
12. Understanding of network backup strategies and technologies
13. Excellent interpersonal skills for developing working relationships with internal and external clients in a team environment
14. Basic understanding of database software including Microsoft SQL
15. Ability to manage and coordinate multiple projects and prioritize effectively to meet specific deadlines or goals
16. Requires attention to detail and ability to think creatively
17. Enthusiasm for learning new technologies.
18. Ability to carry 40 pounds of computer or audio/video equipment.

Required Qualifications:

1. Associate’s degree from an accredited institution in a technology related field
2. Two years experience in a technology related field

Desirable Qualifications:

1. Bachelor’s degree in a technology related field
2. Experience in a higher education environment