



## JOB INFORMATION

|                       |                        |
|-----------------------|------------------------|
| Job Code              | MA45                   |
| Job Description Title | Assoc Systems Engineer |
| Pay Grade             | IT05                   |
| Range Minimum         | \$52,770               |
| 33rd %                | \$63,320               |
| Range Midpoint        | \$68,600               |
| 67th %                | \$73,870               |
| Range Maximum         | \$84,430               |
| Exemption Status      | Exempt                 |
| Approved Date:        | 8/8/2025 9:11:26 AM    |

## JOB FAMILY AND FUNCTION

|               |                                                  |
|---------------|--------------------------------------------------|
| Job Family:   | Information Technology                           |
| Job Function: | General IT Infrastructure Systems Administration |

## JOB SUMMARY

Under close supervision, assists in the administration of diverse information technology systems. Performs work that is generally routine in nature, seeking assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Monitors and reports system security and utilization. Investigates system administration and client/server or application performance problems. Performs application installation, maintenance, training, and user support as required.

## RESPONSIBILITIES

- Assists with the administration and support of deployed University procedures, configurations, workflows, and integrated systems. Documents and deploys systems and their integration points. Reviews and performs system testing.
- Maintains University systems according to University and industry defined standards. Implements and troubleshoots configuration changes, systems, and applications to identify and correct service interruptions and other operational problems. Monitors University systems to ensure compliance with departmental and University standards.
- Maintains technical solutions to automate, monitor, test, and deploy applications. Assists in the design of methods and procedures for collecting, organizing, interpreting, and classifying system and log data for security, performance, and capacity planning needs.
- Maintains established backup and disaster recovery processes and procedures. Performs regular tests of the high availability, backup, and disaster recovery processes.
- Assists with new technology deployments and system integration testing.
- Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.
- May provide on-call support for designated systems or services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                                               |     | Years of Experience | Focus of Experience                                                                                               |    |
|----------------------------|------------------------------------------------------------------|-----|---------------------|-------------------------------------------------------------------------------------------------------------------|----|
| Bachelor's Degree          | No specific discipline. Degree in IT or related field preferred. | and | 0 years of          | Relevant IT experience in the administration of distributed computer systems, preferably in a university setting. | Or |
| Associate's Degree         | No specific discipline. Degree in IT or related field preferred. | and | 4 years of          | Relevant IT experience in the administration of distributed computer systems, preferably in a university setting. | Or |
| High School Diploma or GED | General Education                                                | and | 8 years of          | Relevant IT experience in the administration of distributed computer systems, preferably in a university setting. |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                    |     |
|------------------------------------------------------------------------------------|-----|
| Basic understanding of server infrastructure and operating systems.                | And |
| Ability to test and troubleshoot vulnerabilities in software and hardware.         | And |
| Ability to implement software and upgrade firmware.                                | And |
| Ability to recognize, analyze, and solve a variety of problems.                    | And |
| Ability to effectively communicate technical concepts to a non-technical audience. | And |
| Strong technical aptitude and computer skills.                                     |     |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.