



Assoc Systems Engineer

J O B D E S C R I P T I O N

JOB INFORMATION	
<i>Job Title:</i>	Assoc Systems Engineer
<i>Auburn Title:</i>	Assoc Systems Engineer
<i>Job Code:</i>	MA45
<i>FLSA Classification:</i>	
<i>Salary Grade:</i>	IT05 \$45,300 - \$72,500
<i>Organizational use restricted to the following divisions:</i>	
JOB FAMILY AND FUNCTION	
<i>Job Family:</i>	Information Technology
<i>Job Function:</i>	General IT Infrastructure Systems Administration
<i>Family Description</i>	
<p>This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, policies and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.</p>	
<i>Function Description</i>	
JOB SUMMARY	
<p>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.</p>	
KEY RESPONSIBILITIES	
	<i>% TIME</i>
<ul style="list-style-type: none"> 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. 	20%
<ul style="list-style-type: none"> 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. 	20%
<ul style="list-style-type: none"> 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. 	10%
<ul style="list-style-type: none"> Maintains established backup and disaster recovery processes and procedures. Performs regular tests of the high availability, backup, and disaster recovery processes. 	10%

• Assists with new technology deployments and system integration testing.	10%
• Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.	10%
• May provide on-call support for designated systems or services.	10%
• Performs other related duties as assigned by the supervisor.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience					
Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.			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	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	
High School/GED	general education	And	8	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	

Minimum Skills and Abilities		
Description	Proficiency	
Basic understanding of server infrastructure and operating systems.	Beginner	
Ability to test and troubleshoot vulnerabilities in software and hardware.	Beginner	
Ability to implement software and upgrade firmware.	Beginner	
Ability to recognize, analyze, and solve a variety of problems.	Beginner	
Ability to effectively communicate technical concepts to a non-technical audience.	Beginner	

Minimum Technology		
Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications			
Licenses/Certifications	Licenses/Certification Details	Time Frame	
None Required.			

Approved 11/8/2019
Date: