



Sr Systems Engineer

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

JOB INFORMATION	
<i>Job Title:</i>	Sr Systems Engineer
<i>Auburn Title:</i>	
<i>Job Code:</i>	MA47
<i>FLSA Classification:</i>	Exempt
<i>Salary Grade:</i>	IT08 \$59,900 - \$107,800
<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 minimal supervision, functions as a lead technical expert. Performs work that is usually complex in nature, seeking assistance only when policy or architectural direction prevent a clear decision from being made and solves unanticipated problems independently. Assesses technology trends and issues and defines technical solutions to meet University technology needs. Ensures stability, integrity, and efficient operation of the information systems that support University functions.</p>	
KEY RESPONSIBILITIES	
	<i>% TIME</i>
<ul style="list-style-type: none"> Leads functional counterparts to design and develop University procedures, configurations, complex workflows, and system integration procedures. Documents deployed systems and their integration points. Creates and coordinates routine audits and testing. 	15%
<ul style="list-style-type: none"> Establishes and coordinates the administration and maintenance of University systems according to University and industry standards. Establishes and coordinates enterprise-level configuration changes to systems and applications to identify, correct, and prevent operational and architectural problems. Develops recommendations for the monitoring of University systems to ensure compliance with departmental and University standards. 	15%
<ul style="list-style-type: none"> Architects and approves technical solutions to automate, monitor, test, and deploy applications. Establishes the 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"> Provides oversight and recommendations of backup/recovery plans and procedures for compliance with enterprise guidelines. Defines and oversees backup and disaster recovery processes and procedures. Coordinates testing of high availability, backup, and disaster recovery processes in accordance with departmental standards. 	10%
<ul style="list-style-type: none"> Establishes enterprise-level standards for the implementation of new technology deployments and system integration testing. 	10%
<ul style="list-style-type: none"> Collaborates with project leaders and management to identify technology gaps and recommend changes and improvements. Coordinates and provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems and serves as a subject matter expert and consultant to University departments. 	10%
<ul style="list-style-type: none"> May provide on-call support for designated systems and services. 	10%
<ul style="list-style-type: none"> May serve as a lead within the team, coordinating the work of others and serving as the primary contact. 	10%
<ul style="list-style-type: none"> 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. Master's degree in IT or related field preferred.	And	6	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	

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

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 11/10/2019
Date: