



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Systems Administrator

PROFESSIONAL ROLE

Career Series: Systems Administration	Grade: H	Date Established: 11/13/2002	FLSA Category: Exempt
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JOB SUMMARY

Under general supervision, install, configure, and maintain computer workstations and servers to meet planning unit standards for functionality, data integrity, and security.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1- Install, configure, and maintain computer workstations and servers.
- 2- Install, configure and maintain peripherals and network hardware and software.
- 3- Evaluate needs of network environment and plan growth.
- 4- Provide training of users in networked environment.
- 5- Document configurations and operating standards and practices.
- 6- Implement and monitor security policies.
- 7- Perform data backup and recovery.
- 8- Perform hardware and software upgrades as required.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Familiarity with relevant networking hardware and software. Strong verbal and written communication skills to discuss system administration decision making with management, to train users, and to create documentation. Organizational skills to perform scheduled tasks.

Minimum education & experience required (including training, registration & licensure)

Bachelor's Degree in computer/technical field with two years of experience in systems administration.

-Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.