**MAJOR PURPOSE:**
The Jr. Systems Administrator will work collaboratively with the Systems Administrator and IT Services team to serve people, protect data, and solve problems. The Jr. System Administrator position is responsible for provisioning, operational support and maintenance of systems hardware, software, and related network infrastructure. Additional responsibilities include imaging and deployment, helpdesk support, troubleshooting, maintenance, as well as research and development to work toward continual innovation.

**PERFORMANCE RESPONSIBILITIES:**
1. Strong problem solving skills are essential. Must be able to define problems, collect data, establish facts, and draw valid conclusions. Should be able to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
2. Must be detail oriented.
3. After initial training period, candidate should be able to work well in a team environment as well as independently.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATIONS:**
- Associate’s or Bachelor’s Degree or equivalent work experience
- 2-3 years as Help Desk Support and/or Windows System Administrator

**REQUIRED KNOWLEDGE:**
- Proficiency with Windows Server and Networking administration, upgrades and migration (University infrastructure)
- Experience with MS Active Directory, WSUS, WDS
- Experience with monitoring and verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups and restores.
- Skill with Windows, Mac OS, iOS, Android systems to support end users
- Skill with imaging and deployment
- Proficiency with the Microsoft Office suite

**SKILLS/ABILITIES:**
- Service oriented
- Excellent written and oral communication
- Ability to set and adhere to realistic deadlines and work effectively in stressful situations.
- Skill in managing time and workload effectively
- Willingness to work occasional evenings and weekends, sometimes with little advanced notice.
- Skill in working collaboratively. Must possess the ability and willingness to work as a member of a team, and to foster a team environment within the department and all levels of the campus community.
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
Much of the employee’s working time will be spent outdoors in all types of weather. Some driving required. The employee may be required to deal with hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and may be required to stand for long periods, work with security equipment or machinery, walk, run, kneel, crouch, stoop or crawl. Some driving required. The employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 60 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________  ____________________
Employee Signature                      Date