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Human Resources
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Job Posting

Position Information

Position Title	Systems Administrator, Senior
Job Number	43992
Department	9507-Mosaic Project (Institutional IT Appls)
College/Division	
Posted Rate of Pay	\$50,000 - \$60,000 DOE
Position Type	Classified Staff
Job Open Date	10-02-2009
Job Close Date	Open Until Filled
Review Begins on (continues until position filled)	10-09-2009
Benefits Eligible	Yes
Full Time / Part Time	Full Time
Days and Schedule to be Worked	
Number of Hours Worked Per Week	
Limited to Current UA Employees	No
Documents required to be attached electronically with this application	Letter of Interest Resume

<p>Documents that may be attached electronically or mailed directly to department per instructions below</p> <p>Additional application instructions (include instructions for submission)</p>	
<p>Position Summary</p>	<p>The Mosaic Project is seeking qualified applicants for the position of Systems Administrator, Senior. Our goal is to hire someone with strong experience in supporting Microsoft Windows server environment. Duties will include general support of a busy and complex server room as well as primary responsibility for supporting the document imaging software.</p> <p>Candidate must enjoy working with computer hardware and software, and maintain a regular working schedule, be self-motivated, organized and responsible. In addition, you must have the ability to prioritize tasks and follow through.</p> <p><i>Outstanding UA benefits include health, dental, vision, and life insurance; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state retirement; access to UA recreation and cultural activities; and more!</i></p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> * Monitors and maintains availability, performance and security of systems software, hardware and related applications; * Analyzes, installs, configures and maintains operating, network and other systems software and utilities, servers and other hardware and related applications systems. Adds, removes and integrates software and hardware into existing systems; * Tests systems and applications software including the impact of software updates and patches; * Troubleshoots hardware and software systems. Optimizes systems performance; * Conducts inventory of systems components. Monitors and analyzes resources including internal memory and disk space; * Implements computer software and hardware licensing, warrant and vendor service agreements. Applies system updates and configuration changes; * Maintains data recoverability. Implements data backup and disaster recovery procedures. Responds to security breaches, service interruptions and other critical situations to re-establish system functionality; * Responds to complex technical and workstation support requests from users and technical staff. Installs and maintains hardware, software and peripheral equipment for user workstations; * Creates, monitors, modifies and maintains user accounts and implements systems resource use policies.
<p>Arizona Board of Regents Minimum Qualifications</p>	<p>Five years of progressively responsible system administration and/or programming experience including the installation, testing and maintenance of hardware, operating and applications systems and utilities; OR,</p> <p>An Associate's degree in Management Information Systems, Computer Information Technology or related field AND four years of progressively responsible system administration and/or programming experience including the installation, testing and maintenance of hardware, operating and applications systems and utilities; OR,</p>

Additional Minimum Qualifications	<p>Any equivalent combination of experience, training and/or education.</p> <ul style="list-style-type: none"> * Knowledge of website development protocols and the maintenance of web servers. * Knowledge of current software and hardware technologies. * Skill in installing, configuring and maintaining computer hardware, operating and application systems and utilities. Skill in providing technical information and support to technical and non-technical users. * Ability to proactively plan and assist in setting of priorities in anticipation of project needs. * Ability to systematically and transparently identify needs, participate in determining priorities, and track and communicate progress in addressing those needs. * Ability to work in collaborative software development environment, including use of version control systems and problem tracking systems. * Ability to collaborate with both colleagues and experts from across the university in addressing needs. * Excellent organizational skills and the practice of working in an organized work environment are essential. * Ability to effectively communicate verbally and in writing.
Preferred Qualifications	<ul style="list-style-type: none"> * Experience in supporting document imaging environment and software. * Knowledge of University networking and network security policies. * Experience supporting Linux Servers. * Experience supporting Apple file shares and workstation support.
Standard Pre-Employment Screening	<p>The University of Arizona conducts pre-employment screening for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history.</p>
What kind of criminal background check is required for this position?	<p>This position is security sensitive due to title or department and requires a finger-print criminal background check</p>
Supplemental Pre-Employment Screening	<p>None</p>
Job Category	<p>Computer, Engineering and Technical</p>

As an equal opportunity and affirmative action employer, the University of Arizona recognizes the power of a diverse community and encourages applications from individuals with varied experiences and backgrounds.

The University of Arizona is an EEO/AA - M/W/D/V Employer.

If a job is reposted, you will be unable to apply for it a second time. You can compare the job number of a posted job to the job number on the Application Status page to see if you have already applied for that position.

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