Systems Administrator
Information Technology Services (ITS)

The Systems Administrator works within the Core Technology (CT) group of ITS, a technical team of specialized individuals responsible for the architecture, design, implementation, and maintenance of the enterprise computing environment. The person in this role is responsible for developing and maintaining processes for deploying operating systems, applications, upgrades, security fixes, and patches to campus systems and network devices.
The person in this role coordinates integration activities with other CT group members and others in ITS as needed.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

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- Provides design and architecture expertise for the campus computing environment, including Microsoft Azure AD and Active Directory; Application, Server and Desktop Virtualization; Centralized management of operating system and application updates and settings.
- Responsible for contributing to the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems.
- Contributes to the design and support of the campus network infrastructure, storage systems, firewalls, and servers.
- Establishes standard practices, configurations, and procedures for deploying operating systems, applications, upgrades, and updates to campus systems and network devices.
- Designs tools, scripts, and procedures to automate and enhance the operations, monitoring and failure recovery of network services.
- Identifies, researches, evaluates, and implements emerging technologies.
- Acts as mentor and shares knowledge collaboratively with other ITS operations staff.
- Participates in on-call rotation with other members of the CT group, and in periodic off-hours maintenance windows.
- Documents system builds and application configurations according to standard processes.
- Maintains and updates documentation as changes are necessary.
- Provides third tier incident response support.
- Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:
- 5 years' experience in progressively greater technical roles in the area of systems administration.
- 2+ years of scripting experience (Perl, VBScript, AppleScript, shell scripting, etc.).
- 1+ year serving lead technical role in three or more of the following areas:
  - SAN infrastructure/centralized storage

- o Microsoft SCCM
- o Server virtualization infrastructure
- o Desktop virtualization infrastructure
- o Application virtualization (e.g. Microsoft App-V, Citrix XenApp, VMWare)
- o Linux system administration
- o Business continuity and disaster recovery
- o Network administration and configuration
- o Azure AD Administration
- o Wireless network systems administration
- Clear and precise written and oral communication.
- Excellent time management
- Must possess fundamental knowledge of operating systems, complex system electronics, and enterprise application implementation.
- Must apply this knowledge to areas of project management, system maintenance, system architecture, and general problem-solving.
- Ability to understand business requirements and translate into technical requirements.

Preferred Qualifications:
- Bachelor's degree preferred
- Formal training or education in programming is preferred.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **resumes@oxy.edu.**

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https: //www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.