

Linux Systems Administrator/Programmer - Job Description

St. Olaf College, IT

October, 2012

DESCRIPTION

The Linux Systems Administrator/Programmer is a member of a team-oriented staff and shares in the responsibility of providing the St. Olaf community with systems administration and systems programming services.

The Linux Systems Administrator/Programmer is an entry-level position; training will be provided to a qualified candidate.

The primary responsibilities of the Linux Systems Administrator/Programmer are to manage the College's Linux servers, to assist with administration of St. Olaf's central systems and infrastructure, and to provide systems programming services.

The Linux Systems Administrator/Programmer reports to the Director of Information Systems.

ABILITIES, KNOWLEDGE, AND SKILLS

- B.A. or B.S. degree, preferably in Computer Science
- Experience administering Linux systems
- Experience with scripting and programming languages
- Strong organizational and written communication skills
- Effective interpersonal and oral communication skills
- Ability to work effectively in a team environment
- Experience with SANs, VMware, and networking equipment a plus
- Experience with perl, PHP, JavaScript/jQuery, HTML, CSS, and/or XML a plus

DUTIES

SYSTEMS ADMINISTRATION SERVICES

- Serve as the primary systems administrator for Linux servers and services.
 - Monitor system performance and utilization
 - Install, configure, and document new servers and applications
 - Maintain and audit user accounts
 - Manage fileserver utilization (shared folders, quotas, etc.)
 - Maintain servers and system security according to campus standards
 - Track vulnerabilities and apply appropriate patches and upgrades
 - Generate statistics for operational review and planning
- Manage backup process and perform data recoveries as needed.
- Ensure systems team support requests are answered within one business day.
- Respond rapidly to system maintenance needs, including on weekends and evenings.
- Assist with managing our VMware infrastructure and NetApp SAN.

- Work with the Systems Team in developing System Administration Policies and Systems Team long-range planning.
- Work with the Systems Team on security audit processes for all systems.
- Collaborate with the Libraries on selecting and implementing a new integrated library catalog system.

PROGRAMMING SERVICES

- Design, develop, document, troubleshoot, and maintain programs for systems and applications in support of the academic mission and the business operations of the college.

USER SERVICES

- Serve as the primary liaison with the St. Olaf College Libraries.
- Respond to user email messages, phone calls, walk-ins, and Helpdesk inquiries in a timely fashion.
- Work with the staff to provide documentation and handouts for the programs and services available through IT.
- Provide consulting services to St. Olaf staff and faculty to help develop ideas for innovative projects involving technology-based productivity tools, including recommendations of appropriate hardware and software.

IT STAFF WORK

- Attend staff meetings.
- Participate in IT Team assignments.
- Evaluate new technologies and software appropriate to St. Olaf.
- Prepare monthly activity reports.
- Perform other duties as requested by the Director of Information Systems.

CONTACTS

The Linux Systems Administrator/Programmer interacts with faculty, staff, and students on a daily basis and with the President, Provost, Vice Presidents, Deans and Department/Office heads as needed.

WORK SCHEDULE

The Linux Systems Administrator/Programmer is a full time position. The Linux Systems Administrator/Programmer is on-call and must be able to respond to issues on-campus within 30 minutes. Occasional evening and weekend hours are required.