
Information Technology Systems Administrator

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking *research beyond results* to create a marketplace of safer drugs.

Original Date: 31 Oct 2011

Revision Date:

Position Reports To: Director of Information Technology & Data Management

Position Supervises: None

Job Summary:

IT System Administrator will be responsible for installing, supporting, and maintaining servers or other network related systems, and planning for and responding to service outages and other problems. The IT System Administrator will perform research on any reported problems or requested system improvements, gather requirements and proposes software and system solutions, to ensure that the business standards and requirements are met. The IT System Administrator is familiar with multiple approaches to solve problems and will choose the most appropriate solution based on business requirements and available resources. The IT System Administrator has working knowledge of networking, operating systems, and computer hardware platforms, as they will often be required to determine the best course of action.

Essential Duties and Responsibilities:

- Participates in the review and installation of technology products and equipment.
- Provide ongoing computer change control support management to ensure consistency with Validation Environments and overall Part11 compliance
- Ability to communicate technical information effectively (orally and in writing) to end users or management in a manner they can understand.
- Ability to work independently and in a team environment.
- Manage and maintain enterprise network, including network infrastructure and server configuration/maintenance.
- Manage procurement and inventory tracking of IT assets
- Ensures rigorous application of information security/information assurance policies, principles and practices.
- Ensure appropriate documentation is in place for a variety of IT solutions.
- Perform on-site hardware maintenance and support.

- Implementation, support and inventory control of applications used.
- Has a critical understanding Spaulding Clinical operations and systems
- Determining potential solutions and testing them for both technical and business compatibility.
- Determine computer software or hardware needed to set up or alter systems.
- Works in conjunction with IT management to establish and implement long term IT strategies both in terms of hardware and software solutions.

The Statements made in the job description are intended to describe the general nature and level of work being performed by people assigned to this job. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills required of people assigned to this job.

Skills/Qualifications

- Ability to read, write, and interpret the English language.
 - Strong communication skills, both written and verbal
 - Maintains strong attention to detail in high-pressure situations
 - Solid understanding of business practices with fundamental understanding of project management methodology
 - Requires excellent computer skills
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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
 - Ability to lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include clarity of vision both near and far.
 - Ability to identify and distinguish colors.
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Hazards:

- Potential for exposure to toxic or caustic chemicals
 - Potential for exposure to blood borne pathogens
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Education and Experience:

- Minimum 4 years prior Information Technology experience required

Job Description

- Minimum Education: Bachelor's degree in Computer Science or a related field, or equivalent experience
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature