Jr. 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: 1 Aug 2013

Revision Date: 05 Mar 2019

Job Summary:

Under the general supervision of the Director of Information Technology, responsible for the installation, configuration, system management and operation of virtual and physical network servers, software and network appliances. The Jr. Systems Administrator works as part of the Information Technology team to assist maintaining network infrastructure, wiring and end user systems.

Essential Duties and Responsibilities:

- Maintain, monitor and troubleshoot physical and virtual servers
- Configure and troubleshoot layer 2 switching and routing
- Configure and manage network printing environment
- Maintain, troubleshoot and update Windows and Linux OS server environments
- Manage Active Directory users, groups and file permissions
- Maintain DNS, DHCP, and other network services
- Manage Ubiquity wireless infrastructure
- Adapt and enforce corporate-wide network security policies
- Manage fiber and copper internet and PRI connections. Work with vendors to escalate outage resolution
- Maintain enterprise antivirus and malware detection systems
- Implement software and hardware solutions to improve IT operations
- Assist with escalated desktop support issues and act as backup when IT Support Specialist is unavailable
- Manage and report on physical security of network operations, badge access and cameras
- Maintain onsite and offsite backups and recover network data when requested
- Perform and document network data recovery tests
- Operate as part of disaster and business recovery team
- Adhere to and assist in development of quality systems

- Answer to internal and external audits on documented network procedures and action on findings
- Prepare and maintain documentation of network maps, software installation and other IT related documents
- Price and procure network, PC and peripheral hardware
- Perform monthly quality-based tasks on network systems and provide reports for archival

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
- Demonstrated experience in all aspects of administration for Microsoft Windows operating system including installation, management, application deployment and security
- VMware or other virtual server experience
- Demonstrated knowledge in network server hardware and software
- Active Directory, Group Policy, DHCP and DNS
- Working knowledge with centralized administration and automated deployment of security/service pack updates and applications
- Excellent analytical and problem-solving skill including high degree of attention to detail and accuracy
- Excellent communication skills, both verbal and written, in technical and non-technical capacities. Able to communicate effectively and clearly present technical approaches and findings
- Experience working with external venders preferred
- Linux experience a plus
- Experience with Ubiquity wireless technologies and wireless surveys a plus

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 50 pounds.
- Ability to identify and distinguish colors.

Hazards:

- Potential for exposure to toxic or caustic chemicals
- Potential for exposure to blood borne pathogens

Education and Experience:

- Associate Degree in Computer Science or equivalent experience
- Must be willing to work weekends and after normal business hours as necessary
- 1-5 years of experience in Information Technology

 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

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Employee Signature