Senior UNIX Systems Administrator/Programmer - Job Description
St. Olaf College, IT
August, 2012

DESCRIPTION

The Senior UNIX 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 support.

The primary responsibilities of the Senior UNIX Systems Administrator/Programmer are to provide advanced system administration services for St. Olaf's UNIX/Linux servers and systems programming services.

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

ABILITIES, KNOWLEDGE, AND SKILLS

- B.A. or B.S. degree, preferably in Computer Science
- 5 or more years of experience administering UNIX/Linux systems
- Fluency in languages including several of the following: perl, PHP, ColdFusion, JavaScript/jQuery, C, C++, shell scripting
- 5 or more years of experience administering and programming against databases such as MySQL, PostgreSQL and SQL Server
- Strong organizational and written communication skills
- Effective interpersonal and oral communication skills
- Ability to work effectively in a team environment
- Experience with payment gateways such as authorize.net a plus
- Experience with HTML, AJAX, CSS, and XML a plus

DUTIES

SYSTEMS ADMINISTRATION SERVICES

- Serve as a senior systems administrator for UNIX/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
- Mentor and train UNIX Systems Administrator
- Respond rapidly (within one business day) to user requests.
- Respond rapidly to 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.

**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 SUPPORT**
- Serve as the IT Staff Liaison to academic departments as assigned.
  - Work with department faculty on the development of their computing skills
  - Install department and lab software
  - Research, review, and test new hardware, applications and technology ideas applicable to the academic departments
  - Coordinate the installation and maintenance of department labs
  - Participate in technology meetings, workshops held by and for departments
- Work with IT staff to test and document software for IT and public use.
- Assist St. Olaf faculty and staff in developing ideas for innovative projects involving academic and business computing.
- Work with the staff to provide documentation for IT programs and services.

**USER SERVICES**
- 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 Senior UNIX 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 Senior UNIX Systems Administrator/Programmer is a full time position. The Senior UNIX Systems Administrator/Programmer is on-call and must be able to respond to issues on-campus within 30 minutes. Evening and weekend hours are required.