

Carleton College Exempt Position Description

Job Title: Systems Administrator

Reports To (Title): Director of Systems and Infrastructure, Information Technology Services.

Grade: 12

Department: Information Technology

Division: Dean of College

Revision Date: 9/1/2021

Position Overview:

This position within central IT has primary responsibility for about 100 Linux servers running a wide variety of applications, from DNS, DHCP and Apache to MySQL, OpenLDAP, Oracle, and Moodle. This position shares on-call responsibilities with four other staff on a rotating basis. Although system maintenance is increasingly automated, occasional off-hours work may be required.

Essential Job Functions/Responsibilities:

- Serve as the Linux expert within the system administration team
- Install, configure, secure, and maintain a wide variety of Linux servers and applications
- Work closely with others in IT to ensure effective data security, business continuity, and performance; partner with the rest of the system administration team to manage our enterprise storage and backup systems.
- Provide strategic long term thinking around the Linux environment, its sustainability and maintainability.
- Stay abreast of new technologies to support Carleton's Linux environment.
- Provide advanced assistance and support to the helpdesk and end users as needed
- Collaborate with system and network administrators at our partner college, St Olaf, to forge a shared storage and virtualization infrastructure

Describe Supervision Received and Exercised: None

Education/Experience/Skills (supported by job duties):

An Associate Degree and 5 years of experience supporting Linux/UNIX systems

OR

Bachelor's degree and 2 years of experience supporting Linux/UNIX systems

In addition to meeting one of the above required education and years of experience, you must meet the following requirements:

- A thorough understanding of core network protocols (DNS, HTTP, etc)
- Proficiency in Scripting in Bash, Python, Perl, or similar
- Customer-focused communication skills appropriate for Carleton's diverse student body, faculty, and staff
- Self-direction and project execution in a small, flat team environment
- Ability to solve problems both independently and in a team environment

The following are highly desired qualifications:

- Higher education environment experience
- Virtualization experience: VMWare and/or other hypervisors
- Containerization experience: Docker and/or other
- Experience with a systems monitoring tool: Nagios, Zabbix, SCOM, etc
- Experience with network security, firewalls, VPN
- Familiarity with cloud services: Google Apps, Amazon EC2/S3, Office365
- Thorough understanding of LDAP, Kerberos, and CIFS
- Understanding of DevOps tools
- Experience with project management
- Exposure to infrastructure as a service/cloud computing technology (AWS/GCP/Azure)

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.