**Systems Administrator**

As a Systems Administrator, you will be responsible for the overall management of the hardware and software systems that encompass our client’s network. This includes maintaining the confidentiality, integrity and availability of all data as well as its security and privacy in physical and/or electronic format.

**Responsibilities:**

* Assess the stability, performance, security, and scalability of installed on-prem and hosted Windows systems
* Identify and recommend system and server upgrades
* Install and upgrade Windows systems and servers
* Provide technical support for staff and system users
* Troubleshoot system and server errors; identify and correct root cause
* Review system error logs and user-reported errors
* Install, update, and support third party applications installed on Windows servers
* Support user access provisioning
* Update group policy objects
* Monitor and tune system performance
* Maintain server architecture security and create system backups
* Ensure in-scope systems are securely configured
* Participate in the on-call rotation for the Infrastructure Team
* Maintain Windows Server inventory and perform capacity planning
* Configure and install Windows server and virtual workstation clients in a cloud-based environment; automate creation and maintenance of servers and guest systems via scripting

 **Requirements:**

* Bachelor’s degree or commensurate work experience and five or more years of relevant experience administering Windows servers
* Two or more years of experience administering servers hosted in either Amazon Web Services (AWS) or Microsoft Azure (AWS preferred)
* Experience in the administration, deployment, and/or migration of Office 365/Exchange Online
* Experience enabling, deploying, and administering Microsoft Azure Active Directory applications and features
* Experience creating and updating group policy objects in Active Directory
* Experience patching Windows systems and third-party software
* Experience configuring and maintaining server virtualization platforms such as Microsoft Hyper-V or VMware ESX (Hyper-V preferred)
* Understanding of Active Directory services and features including DNS, DHCP, site-to-site replication, Distributed File System, and group policies
* Experience installing, configuring and maintaining Windows Terminal Servers and virtualized workstation systems
* Detailed knowledge of Windows server setup, deployment, and maintenance
* Ability to create scripts in Powershell, Perl, Python, or similar languages
* Knowledge of databases and networks including TCP/IP
* Strong initiative to identify problem areas and potential solutions
* Excellent problem-solving skills
* Strong analytical and communication skills
* Ability to work a flexible schedule to accommodate patching, software installation, and problem resolution outside of core working hours
* Experience with Microsoft SQL Server