

# UNIVERSITY OF NORTHERN IOWA

## POSITION ANNOUNCEMENT

**POSITION TITLE:** Assistant Systems/Applications Administrator

**DEPARTMENT:** Information Technology Systems – Information Systems

**APPOINTMENT TYPE:** 12 Month, Term, Pay Grade IV

**PRIMARY FUNCTION:** Assists Systems/Applications Administrator with installation and configuration of UNIX (Sun Solaris) and/or MS (Microsoft) Windows systems hardware; installs and configures application software; coordinates implementation and revision of applications; and monitors performance of UNIX-based and/or MS Windows based systems.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists Systems/Applications Administrator with installation and configuration of UNIX (Sun Solaris) and/or MS (Microsoft) Windows systems hardware; works with Systems Administrator to determine need for updates and modifications to hardware and coordinates implementation of system upgrades with other staff as necessary; works with System Administrator to determine need and performs updates and modifications of UNIX and/or MS Windows system software; ensures system backups are completed; provides user administration; monitors daily activity logs and troubleshoots server and application problems; works with systems staff to implement policies and procedures for effective and appropriate use of UNIX and/or MS Windows based computer system(s); assists with the implementation of operating system level security measures and monitors all aspects of the UNIX or MS Windows systems and maintains integrity of data, programs, and system files; and develops knowledge of mass storage products and system management utilities.
2. Installs and configures application software on UNIX systems for Oracle based applications and/or on MS Windows systems for Windows based applications; works with vendors and staff to identify, obtain, and install applications and system software patches as necessary; and determines need, defines criteria, and participates in selection or local development of system backup strategy and additional software tools as needed.
3. Coordinates implementation and revision of applications with technical staff as necessary; works with systems staff to implement policies and procedures for appropriate use of application software systems; assists with implementation of application level security measures and monitors overall performance of application software; creates, updates, monitors and removes system account users of UNIX and/or MS Windows based computer system(s) and ensures appropriate access is maintained; works with User Services and workstation support staff to ensure appropriate configuration of client tools and configurations; and assists in troubleshooting client/server problems.
4. Monitors performance of UNIX based and/or MS Windows based systems including central server hardware, database structure, system security, application software, network access, etc.; assists Systems Administrator with preparation and maintenance of various periodic reports needed for operations, utilization, and system maintenance analysis; and troubleshoots and resolves problems with system hardware, operation system, application software and network access.

**NECESSARY QUALIFICATIONS:** Bachelor's degree in computer science, information management, or related field and experience installing Windows or UNIX/LINUX operating systems required. At least one year of experience in SQL; an understanding of data security, integrity, and consistency; familiarity with backup, recovery, utilities, tuning, and performance monitoring; and knowledge of technology market and trends preferred. Student experience will be considered. Criminal and other relevant background checks required.

**APPLICATION PROCESS:** Application materials received by July 13, 2009 will be given first consideration. Additional information provided upon request; (319) 273-3424. Send cover letter, resume, and names, addresses, and telephone numbers of three references to: Assistant Systems/Applications Administrator Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: [HRS-Applications@uni.edu](mailto:HRS-Applications@uni.edu) URL: [www.uni.edu](http://www.uni.edu) UNI is a smoke-free campus.

**THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.**