

UNIVERSITY OF NORTHERN IOWA

POSITION ANNOUNCEMENT

POSITION TITLE: Systems/Applications Administrator

DEPARTMENT: Information Technology Systems – Information Systems

APPOINTMENT TYPE: 12 Month, Term, Pay Grade IV

PRIMARY FUNCTION: Installs and configures UNIX, Linux and Windows systems, hardware and software supporting UNI's administrative systems; implements policies and procedures for administrative computer systems; and monitors performance of administrative systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Installs and configures application software on UNIX systems in support of UNI's administrative systems; works with vendors and staff to identify, obtain, and install application and system software patches as necessary for the administrative systems; coordinates implementation of application revisions with other staff as necessary; assists with determining need, defining criteria, and participating in the selection of local development of system backup strategy and additional software tools as needed; works with application development staff to ensure effective utilization of application software tools; works to ensure appropriate configuration of client tools and configurations; and assists in troubleshooting client/server problems related to administrative systems supported.
2. Installs and configures UNIX, Linux and Windows systems and hardware supporting UNI's administrative systems; determines need for updates and modifications to hardware and coordinates implementation of system upgrades with other staff as necessary; creates, updates, monitors, and removes user system accounts on the application systems being administered, ensuring appropriate access is maintained; and remains knowledgeable of mass storage products and system management utilities.
3. Implements policies and procedures for effective and appropriate use of the administrative computer system(s) and application software; implements operating system and application level security measures; monitors all aspects of the UNIX systems and application software; and maintains integrity of data, programs and system files.
4. Monitors performance of administrative systems including: central server hardware, database management system, system security, application software, network access, etc.; prepares and maintains various periodic reports needed for operations, utilization, and system maintenance analysis; and troubleshoots and resolves problems with system hardware, operating system, application software and network access.

NECESSARY QUALIFICATIONS: Bachelor's degree in computer science or related field plus at least three years of system administration experience in a UNIX and/or Linux environment required. Experience with Oracle software and technology 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: Systems/Applications Administrator Search Chair, Human Resources, 027 Gilchrist, UNI, Cedar Falls, Iowa 50614-0034. Fax (319) 273-2927. Email: HRS-Applications@uni.edu URL: 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.