AUBURN
Human Resources

Assoc Systems Engineer

Job Description

JOB INFORMATION

Job Code	MA45
Job Description Title	Assoc Systems Engineer
Pay Grade	IT05
Range Minimum	$52,770
33rd %	$63,320
Range Midpoint	$68,600
67th %	$73,870
Range Maximum	$84,430
Exemption Status	Exempt
Approved Date:	8/8/2025 9:11:26 AM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	General IT Infrastructure Systems Administration

JOB SUMMARY

Under close supervision, assists in the administration of diverse information technology systems. Performs work that is generally routine in nature, seeking assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Monitors and reports system security and utilization. Investigates system administration and client/server or application performance problems. Performs application installation, maintenance, training, and user support as required.

RESPONSIBILITIES

- Assists with the administration and support of deployed University procedures, configurations, workflows, and integrated systems. Documents and deploys systems and their integration points. Reviews and performs system testing.
- Maintains University systems according to University and industry defined standards. Implements and troubleshoots configuration changes, systems, and applications to identify and correct service interruptions and other operational problems. Monitors University systems to ensure compliance with departmental and University standards.
- Maintains technical solutions to automate, monitor, test, and deploy applications. Assists in the design of methods and procedures for collecting, organizing, interpreting, and classifying system and log data for security, performance, and capacity planning needs.
- Maintains established backup and disaster recovery processes and procedures. Performs regular tests of the high availability, backup, and disaster recovery processes.
- Assists with new technology deployments and system integration testing.
- Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.
- May provide on-call support for designated systems or services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	and	0 years of	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	4 years of	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	Or
High School Diploma or GED	General Education	and	8 years of	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic understanding of server infrastructure and operating systems.	And
Ability to test and troubleshoot vulnerabilities in software and hardware.	And
Ability to implement software and upgrade firmware.	And
Ability to recognize, analyze, and solve a variety of problems.	And
Ability to effectively communicate technical concepts to a non-technical audience.	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.