Systems Engineer
J o b   D e s c r i p t i o n

JOB INFORMATION

Job Title:	Systems Engineer
Auburn Title:	Systems Engineer
Job Code:	MA46
FLSA Classification:	Exempt
Salary Grade:	IT07 $55,300 - $94,000
Organizational use restricted to the following divisions:	

JOB FAMILY AND FUNCTION

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

Family Description

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, polices and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

Function Description

JOB SUMMARY

Under general supervision, assesses technology trends and issues and defines technical solutions to meet University technology needs. Performs work that is usually routine and intermittently complex in nature, seeking assistance when guidelines are inadequate or significant deviations are proposed, and solves unanticipated problems independently. Ensures the stability, integrity, and efficient operation of the information systems that support University functions.

KEY RESPONSIBILITIES

		% TIME
•	Collaborates with functional counterparts to design and develop University procedures, configurations, complex workflows, and integrated systems. Documents and deploys systems and their integration points. Creates test plans and performs system testing.	20%
•	Performs and coordinates the administration and maintenance of University systems according to University and industry standards. Implements, troubleshoots, and recommends configuration changes to systems and applications to identify, correct, and prevent operational problems. Provides recommendations for the monitoring of University systems to ensure compliance with departmental and University standards.	15%
•	Designs and develops technical solutions to automate, monitor, test, and deploy applications. Designs methods and procedures for collecting, organizing, interpreting, and classifying system and log data for security, performance, and capacity planning needs.	15%

• Coordinates and recommends changes to established backup and disaster recovery processes and procedures. Performs regular reviews of high availability, backup, and disaster recovery processes.	10%
• Creates, evaluates, and recommends plans for the implementation of new technology deployments and system integration testing.	10%
• Collaborates with stakeholders to identify technology gaps and implement improvements. Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.	10%
• May provide on-call support for designated systems and services.	10%
• Performs other related duties as assigned by the supervisor.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responisibilities.

Minimum Education and Experience

Education Level	Field of Study		Years of Experience	Area of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	And	3	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	7	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	Or
High School/GED	general education	And	11	Relevant IT experience in the administration of distributed computer systems, preferably in a university setting.	

Minimum Skills and Abilities

Description	Proficiency	
Advanced understanding of server infrastructure and operating systems.	Intermediate	
Ability to test and troubleshoot vulnerabilities in software and hardware.	Intermediate	
Ability to implement software and upgrade firmware.	Intermediate	
Ability to recognize, analyze, and solve a variety of problems.	Intermediate	
Ability to effectively communicate technical concepts to a non-technical audience.	Intermediate	

Minimum Technology

Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications

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

Approved Date: 11/10/2019