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# Example of Access Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of access administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for access administrator

* Analyzing system and database logs to identify and resolve potential or existing issues
* Provide solutions and architectures for CyberArk and RSA and other PA and RA solutions as added to the architecture
* Responsible for RSA Server maintenance, Operational support and availability of the server
* Responsible for Operational tasks for RSA Token file upload, Token file maintenance, Token Errors, Reporting requirements, User Access Errors
* Access admin for proprietary applications and network
* Proactively identify and remediate process breaks
* Ensure ‘How to’ documents exist and are current for all application access administration
* Review role templates with business managers annually and keep record of approvals
* Maintain a current staff list that is updated on a weekly basis
* Privileged Access password ownership and documentation to ensure proper control is in place

## Qualifications for access administrator

* Working knowledge of remote technologies and administrative account controls for VPN, OWA, BlackBerry and Apple mobile iDevices
* Ready to work in both day and night shifts, provide on-call support
* Motivated to learn and develop as an employee
* Bachelors degree in IT (or 4 years equivalent years of work experience)
* Administrative capabilities in support of CyberArk and RSA products
* Granting access to PA and RA solutions