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# Example of Associate Administrator Job Description

Our company is looking for an associate administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate administrator

* Monitor enterprise infrastructure, system, server, application, and network performance following operator and control instructions
* Maintain tools that support and automate processes for hardware or software product release
* Modify, maintain, and update software and hardware
* Provide daily operations analysis, support, troubleshooting and maintenance of systems, hardware, and software
* Participate as a project team member and work on project implementations
* Implement system enhancements (software and hardware updates) that will improve the performance and reliability of the system
* During times of emergencies, outages and project planned work
* May perform human resources transactional support, time cards, I9s, and/or monitoring training records
* Monitor health, usage, and performance of ServiceNow
* Work with ServiceNow and other vendors to analyze and resolve break/fix issues

## Qualifications for associate administrator

* Knowledge of Microsoft Active Directory Design and administration
* Design, install, and manage large scale, high-performance Linux systems
* Build and configure Centos based physical and virtual servers
* Configure Linux servers to support a variety of mail applications
* Support host/cluster/disaster recovery and ensure continuous availability of business-critical applications
* Participate in infrastructure discussions with business users, provide input and make recommendations on technology issues, negotiate on project timelines and act as the point of contact to support internal users