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# Example of Identity Administrator Job Description

Our company is looking to fill the role of identity administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for identity administrator

* Manage/coordinate staff participation in Audit Support activities
* Monitor intake points (team mailbox, ITSM assignment queue, ) for incidents and service requests around identity and access management (IAM)
* Participates in identifying access needs & recommends plans/resolutions
* Ensure all attributes to all identities are current (ownership, purpose, entitlements, ) providing necessary updates in a timely fashion
* Work with more senior administrators and other teams to implement the defined requirements of corporate single sign on in new and existing corporate applications
* An ability to complete requests within SLA
* Write queries and administration scripts using PowerShell
* Create basic data analysis tools using Microsoft Excel and Access
* Ensure system access adheres to standards, policies, and procedures
* Document and highlight any risk concerns and escalate to management as necessary

## Qualifications for identity administrator

* Maturity that will allow you to work directly with senior team members to solve issues at hand
* Experience in either an IT systems support or compliance administration environment will be highly regarded
* On some platforms
* Open audit issues
* A four year computer science or related technical degree or equivalent work experience is required
* A minimum of 2 years of related work experience is required for the Intermediate level and a minimum of 5 years of related work experience is required for the Senior level