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# Example of Junior System Administrator Job Description

Our company is growing rapidly and is hiring for a junior system administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for junior system administrator

* Daily monitoring of all SharePoint technical activities
* Provides SharePoint support in a production 24x7 environment, with rotating on-call duties
* Checks on the proper execution of all tasks daily
* Develops, changes, modifies, and implements SharePoint processes after approvals
* Assists customer application teams in solving intermittent recurring problems
* Tracks and ensures the expeditious solution of all problems with all migration activities
* Answers questions related to tasks, roles, site virtualization in a SharePoint environment
* Troubleshoots and resolves issues that affect the ability of the SharePoint performing at full functionality
* Maintains, tunes, and patches systems for optimum performance and security and with no or minimal downtime
* Troubleshoots problems and take corrective action to fix problem

## Qualifications for junior system administrator

* Good knowledge of information security concepts and technologies
* French Fluent, English intermediate
* Must have an active Secret clearance (may start with an Interim Secret Clearance)
* Must have experience with XSG Virtual Servers, RHEL 6.8, Windows 200x Active Directory, Virtual Servers, DOD experience, and Load balancing
* Completion of eMASS version 5 classroom training
* Completion of ACAS training