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# Example of PeopleSoft Administrator Job Description

Our growing company is looking for a peoplesoft administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for peoplesoft administrator

* Implement PUM Images for PeopleSoft HCM and Interaction Hub
* Administer vendor software incl
* Manage and coordinate all aspects of the PeopleSoft infrastructure, environments, and tools
* Provision PeopleSoft applications including software install & configuration
* Provision PeopleSoft environments including builds, refreshes & maintenance
* Set up and maintain integration between infrastructure components (including Firewall, Loadbalancer, Database connection), with other applications & vendors, internal shared system components, B2B/B2C/B2E
* Develop, implement, and enforce migration, versioning, and change control procedures/standards
* Troubleshoot environment related issues
* Coordinate work with offshore PeopleSoft System Administration team
* Perform system performance tuning

## Qualifications for peoplesoft administrator

* BS and/or MS degree in the technical related field
* 5+ years’ of PeopleSoft Technology Administration experience, supporting Oracle, Windows, Linux and UNIX Solaris platforms
* 3+ years’ experience with PeopleTools 9.0/8.4x and PeopleSoft Internet Architecture and supporting PeopleSoft Financials and HCM modules (ver 8.4 or later)
* AWS or cloud hosting experience a plus
* Ability to work as a member of a team, or independently as requested, and carry out all required reporting procedures
* Bachelor’s degree in Management Information, Computer Science, Business, Accounting or Finance