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# Example of Systems Administration Job Description

Our company is growing rapidly and is hiring for a systems administration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for systems administration

* Management of Corporate common network services, DNS and DHCP services
* Responsible for overall network engineering support for a broad range of programs including planning, designing, and evaluating various components of the network
* Duties may include providing specifications for network architecture, evaluating and recommending new technologies to enhance current capabilities, and performing needs assessments
* Support level duties may include monitoring, installation, modification, testing and servicing of server equipment and workstations
* Involved in evaluating and installing patches and resolving hardware and software related problems under minimal supervision
* Partner with other staff members, customers, peers and business partners on projects expected to maintain technical infrastructure systems, apply computer and security policies and implement procedures
* Engineer and implement sound technical solutions when faced with government and contractor complex security requirements
* Plan, schedule and implement Windows and Unix network upgrades ensuring minimal client down time
* Test, evaluate, and research all new equipment and software prior to its introduction to all networks
* Perform backup operation verification, ensuring all required file systems and user data are successfully backed up to the appropriate media

## Qualifications for systems administration

* Ability to troubleshoot and support User Environment Manager (UEM) within a VDI environment
* Proficient use with monitoring tools and applications, specifically as it relates to VMware vSphere and Horizon
* Experience in current scripting technologies and able to write scripts using VBscript, PowerShell and other automation services
* Proven experience with software packaging
* 2-4 years' experience administering Active Directory and Group Policy
* VMware Certified Associate Workforce Mobility (VCA-WM) (preferred)