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# Example of Systems Administrator, Information Systems Job Description

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

## Responsibilities for systems administrator, information systems

* Represent the HR Service Desk and acts as a first line support in this capacity by understanding needs and providing professional support / accurate information to internal stakeholders and end users of HR tools
* Administer & maintain HR System User administration, configuring system functionalities that best meet the business’ needs
* Build and maintain expert knowledge of the HR systems
* Maintain good relationships with internal IT team and external partners
* Perform root cause analysis & solve problem / process service request
* Build & Maintain HR documentation in an accurate manner (Knowledge Management), including personnel records
* Participate in Talent Information and Automation projects
* Ensures fulfillment of legal and contractual information security and privacy mandates, including providing IT management with compliance reports and audit findings
* Provides leadership in each annual internal security audit, which includes preparation, gathering of evidence and working with the internal security auditor to ensure a satisfactory audit result
* Analyzes and coordinates mitigation of all negative findings from the annual internal security audit

## Qualifications for systems administrator, information systems

* 5 years’ experience in the design and implementation of complex security, software and infrastructure at an enterprise level
* Solid understanding of Linux, AWS, Google, and other cloud-based infrastructures
* Programming experience in an object-oriented language such as Python
* Comfortable working with a wide range of people, technologies, teams and skill sets throughout the University
* Minimum of 5 years’ experience with computer hardware troubleshooting and support
* Minimum of 5 years’ experience with computer software (operating systems and office productivity) troubleshooting and support