



# Example of Cyber Systems Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of cyber systems administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cyber systems administrator

- Resolve incident and request tickets as assigned, while collaborating with various teams
- Configure, administer and maintain computer systems (Windows 8, SHB, Server 2008 R2, Server 2012, Activate Directory)
- Responsible for project-based security engineering and management (70%)
- Assist with risk assessments in various contexts (15%)
- Responsible for improving relevant knowledge, skills, and abilities through research, lab work, mentoring others, training, and other professional development activities (15%)
- Installation and Maintenance of Enterprise Linux Servers and network systems
- Provide support to a large user base
- Work with a team of Service desk and systems Administrators
- Maintain security by monitoring and ensuring coverage and effectiveness of all security controls and ensure compliance with documented standards, policies, and procedures
- Design, configure, and implement processes to alert of potential issues that impact operations not working as designed or intended

## Qualifications for cyber systems administrator

- Administration and maintenance of Windows operating systems including scripting and debugging
- Detect, diagnose and resolve or escalate system issues arising within the entire system architecture including server, workstation, network, or storage hardware, commercial-off-the-shelf (COTS) or custom software
- Experience with Atlassian products
- Bachelor's degree in Computer Science, Computer Engineering, Information Technology or related technical discipline with 5 years experience
- BS Degree in technical field and three (3) years of Linux Admin experience