



# Example of IT-Infrastructure Job Description

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Our company is growing rapidly and is looking to fill the role of it-infrastructure. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for it-infrastructure

- Partner with Application Auditors during integrated audits and work within a team
- Oversee all aspects of IT operations including IT infrastructure, Communication (LAN, WAN, email, ), database, backup recovery, regulatory compliance
- Manage staff members in their daily activities, supporting business projects
- Creation/maintenance/editing of user accounts
- Manage user accounts, permissions and access rights in accordance with best-practices regarding privacy, security, and regulatory compliance
- Serves as the level 2 helpdesk the point of escalation from other helpdesks to provide support to end users on a variety of issues and identifies & resolves technical problems
- Reviews and approves changes to production systems
- Provide technical assistance to the school's faculty, staff, and students with a high level of customer service
- Deploy, maintain, and troubleshoot computers and related technology equipment
- Support the schools mobile computing initiative by maintaining a diverse knowledge of PDA platforms (Palm, iTouch, iPhone, and Blackberry) and troubleshooting these devices as necessary

## Qualifications for it-infrastructure

- 8-10 years of IT infrastructure and at least 3 years as IT Manager
- 3+ years' experience managing technical teams, infrastructure teams preferred
- Training as required to keep up with the latest in all of the above technologies
- Three to Five years IT Infrastructure Audit experience
- Familiarity with COBIT, NIST and FFIEC