



# Example of Junior Systems Administrator Job Description

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Our company is growing rapidly and is looking for a junior systems administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for junior systems administrator

- Follow company IT standards and procedures
- Inform Data Center Manager and other members of the IT team about user issues and opportunities for improvements
- Assist users across regional IT and network operations tasks as requested
- Ensure compliance with security and regulatory requirements
- Install, configure, deploy, maintain, upgrade, and patch Windows servers, SANs, virtual environments and various network equipment
- Perform daily operational support and monitoring of all information systems and services including Windows AD, DNS, IIS, SQL, Exchange, Citrix XenApp, and enterprise applications
- Maintain backup systems
- Proactively collaborate with our IT team to analyze and resolve performance and other IT related issues
- Collaborate with firm management, staff, and our IT team to implement large scale IT initiatives
- Create and maintain system administration procedures and technical documentation

## Qualifications for junior systems administrator

- Other duties as directed by IT

- Knowledge of Microsoft SharePoint 2013 and 2010 On-Premise farm administration
- Bachelor's degree (in Engineering, Computer Science or related field) or equivalent
- 5+ years of experience with VMware vSphere Management
- Experience with the configuration and administration of Windows file servers