Example of Staff Administrator Job Description

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Our company is searching for experienced candidates for the position of staff 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 staff administrator

- Scheduling executive and committee meetings, making room reservations, formulating agendas, and taking minutes and attendance at all Staff Council meetings
- Serving as the primary liaison to all staff and members through triaging all incoming calls and emails to the Staff Council office
- Serving as a liaison between Staff Council and other University offices, community partners and University administration
- Organizing and maintaining all records – primarily electronic and shared through Box
- Preparing correspondence and drafting presentations
- Producing detailed, professional reports when required
- Researching information and bench marking data comparisons as needed
- Serving on the External Relations Committee to assist coordinating events for the Staff Council
- Coordinating information for the Staff Council website, social media, and e-newsletter
- Be a critical liaison between the residency program, subspecialty program and faculty for all research endeavors relating to the Housestaff program

Qualifications for staff administrator

- Strong knowledge of MS SQL and how to tune it in a highly specialized fast

- Bachelor’s degree in Computer Science, Information Technology, or Business or equivalent experience•
- Lead the AIX and Solaris support team
- Minimum 5 years system support experience on AIX and Solaris platform
- Regional experience is preferred
- Active Directory (including Active Directory-based Group Policy (GPO)