



# Example of Windows Server Administrator Job Description

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Our growing company is hiring for a windows server administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for windows server administrator

- Work with the IT Application teams to schedule servers for patching
- Run reports to verify all patches have been applied
- Verify servers have rebooted during the agreed upon maintenance schedule
- Open and close change records after collecting evidence of successful patch implementation
- Perform in-depth troubleshooting and resolution of servers that have failed the patch install
- Work with Microsoft and other vendor teams to resolve issues
- Run patch reports for new builds and assist in other Windows security remediation
- Must be able to maintain data confidentiality and compliance with regulatory requirements (HIPAA)
- Server Preventive Maintenance
- Manage and Monitor Server Resources

## Qualifications for windows server administrator

- Windows Batch, and Powershell experience
- Active DoD Secret Clearance is required with the ability to obtain a Top Secret / SCI if hired
- HS diploma or GED and 10 years of experience with IT systems administration and engineering, including maintaining responsibility for high systems availability and secure systems posture, such as patching and

- Experience with deploying, configuring, and managing enterprise solutions in Microsoft Windows Server 2008, 2012, and 2012R2
- HS diploma or GED and 10 years of experience with systems administration or AA or AS degree and 8 years of experience with systems administration
- HS diploma or GED and 10 years of experience with IT systems administration and engineering, including responsibilities related to maintaining high systems availability and secure systems posture, such as patching and maintenance