

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Systems Administrator	SALARY GRADE:	HU-13
DATE REVISED::	December 01, 2014	EEO CODE:	05
JOB CODE:	2726	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Load computer tapes and disks, and install software and printer paper or forms.

Design, configure, and test computer hardware, networking software and operating system software.

Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.

Confer with network users about how to solve existing system problems.

Perform other job-related duties as assigned.

CORE COMPETENCIES:

Solid understanding of networking/distributed computing environment concepts. Understands business implications of decisions and aligns work with strategic goals; Demonstrates knowledge of Information Systems.

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Responds promptly to customer needs; Solicits customer feedback to improve service.

Maintains confidentiality; Exhibits confidence in self and others; Inspires and motivates others to perform well;

Effectively uses of the English language to communicate with others in a respectful manner.

Works independently as a technical team member.

Writes highly technical information in a clear and easily understood manner to non-technical personnel. Strong interpersonal and communications skills;

Ability to maintain effective and harmonious work relations with students, faculty and staff, University Officials and the general public.

MINIMUM REQUIREMENTS:

Bachelor's degree in computer science or related field and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____