Systems Administrator - Medical Education Job

Employer Name:

SpiderID: 12430596

Location: Miami, Florida

Date Posted: 4/19/2022

Wage: Negotiable

Category: Information Technology

Job Code: R100057254

Job Description  
  
The department of Medical Student Education has an exciting opportunity for a Full Time Systems Administrator to work at the UHealth Campus. The Systems Administrator maintains and administers computer networks and equipment to ensure optimal performance in and fast recovery from emergency situations. The incumbent ensures effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software, and related infrastructure.  
  
   
  
Monitors system logs and activity on all servers.  
  
   
  
Replaces defective hardware on clients and servers.  
  
   
  
Installs, maintains, and updates project and task tracking tools.  
  
   
  
Manages Windows account maintenance, including additions, changes, and removals.  
  
   
  
Manages Windows security features to protect confidential information while allowing appropriate access.  
  
   
  
Researches, installs, and tests software updates and patches to support applications and various operating systems.  
  
   
  
Researches new technologies and presents recommendations on major hardware and software purchases for the enterprise.  
  
   
  
Develops and improves business systems and processes through iterative planning and continuous quality improvement practices.  
  
   
  
Provides training and opportunities for learning Windows systems to all enterprise employees and consultants.  
  
   
  
Develops, supports, and maintains Windows file and prints servers for all clients.  
  
   
  
Provides scripting and programming support to all major projects within the enterprise.  
  
   
  
Develops and maintains service level agreements with the various user departments and enterprise business units.  
  
   
  
Prepares and monitors budgets for each area of functional responsibility.  
  
   
  
Works closely with others within the IT function to define metrics, which are used to measure and communicate the efficiency and effectiveness of the Windows operating environment.  
  
   
  
This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities as necessary.  
  
Minimum Qualifications  
  
   
  
Bachelor's degree in relevant field  
  
   
  
Minimum 3 years of relevant experience  
  
   
  
Knowledge, Skills and Attitudes:  
  
   
  
Skill in completing assignments accurately and with attention to detail.  
  
   
  
Ability to analyze, organize and prioritize work under pressure while meeting deadlines.  
  
   
  
Ability to process and handle confidential information with discretion.  
  
   
  
Ability to work evenings, nights, and weekends as necessary.  
  
   
  
Commitment to the University's core values.  
  
   
  
Ability to work independently and/or in a collaborative environment.  
  
   
  
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Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: University of Miami Health System

Company: University of Miami Health System