

Systems Administrator

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Company: American International University, Kuwait

Location: Kuwait

Category: computer-and-mathematical

Systems Administrator

American International University - Kuwait City

Classification: Institutional Support

Reports to: IT Director

Job Purpose: To maintain, upgrade and manage our software, hardware and networks. Resourcefulness is a necessary skill in this role. You should be able to diagnose and resolve problems quickly. Have the patience to communicate with a variety of interdisciplinary teams and users. System Administrator's goal will be to ensure that our technology infrastructure runs smoothly and efficiently.

Duties:

Manages the day-to-day operations of AIU Servers & computers by monitoring system performance, configuration, maintenance and repair. Ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software. Works with vendors to assist support activities.

Monitoring and Administration of Dell VxRail Hyper converged AIU Infrastructure

Administration of Azure cloud infrastructure and performance enhancements

Effective management and administration of Linux based systems such as AIU Library system.

Test Center, Students Center VDI systems Management and administration

Performs troubleshooting as required. As such, leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.

Manage and support the day to day administrative tasks of Banner system and oracle appliance.

Establishes guidelines and methods for the installation and management of the host computer operating systems, disk arrays, fiber channel switches, IDPA and other components.

Ensures high availability and acceptable levels of performance of mission critical host computer resources and patch management.

Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Develops procedures, programs and documentation for backup and restoration of host operating systems and host-based applications.

Develops tools, procedures, and training sessions for Operations, Client Support and Systems Development staff to assist with work.

Manages the AIU data center and computer host systems including hardware, software and equipment such as air-conditioning system, UPS (uninterrupted power system) and other systems

Skills:

Proven experience as a System Administrator, similar role

Experience with databases, networks (LAN, WAN) and patch management

Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery

Familiarity with various operating systems and platforms

Resourcefulness and problem-solving aptitude

Excellent communication skills

Education:

Bachelor's degree BSc/Ba in Information Technology, Computer Science or a related discipline.

Professional certification (e.g. Microsoft Certified Systems Administrator (MCSA) is a plus

About American International University:

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