



Title: Systems Administrator II

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Work Location: Minneapolis, Minnesota,

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## Description

Great People. Great Mission. Great Location. Are you looking to surround yourself by 180+ fun, energetic, and hard-working people who are dedicated to helping 32,000+ neurologist members worldwide provide the best possible care for their patients with brain diseases like multiple sclerosis, epilepsy, Parkinson's, migraine, Alzheimer's, and others? Do you relish the idea of working in a beautiful new office building in downtown Minneapolis's exciting and vibrant Mill District, just steps from the light rail, major bus lines, walking/biking paths, and countless dining and entertainment options?

### **Your search just ended.**

**Basic Duties:** Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Assists project teams with technical issues and participates in planning, design, implementation, and support within the project life cycle. Researches and stays up to date with current trends in systems methodologies and infrastructure developments. Gain meeting planning experience.

### **Primary Duties**

- Proper planning, design, implementation and management of new, or rebuild of storage solutions, in accordance with standards and project/operational requirements.
- Develop, maintain, and document installation, configuration and operational procedures.
- Contribute to and maintain system standards.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, storage resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs. Act upon mitigation of critical system or security warnings and errors.
- Notify, in a timely/urgent matter, responsible admin to address warnings, errors, critical issues.

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- Maintain a scheduled recurring cycle of maintenance and documentation updates per system
  - Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

**Provide Primary Support for the following systems and services:**

- SAN Management, including Switching experience
- Backup Solution Management
- SolarWinds Orion
- Load Balancers
- Windows Clustering
- Citrix Infrastructure
- Antivirus System management
- Web/Email, Content Filtering Solution
- Active Directory
- OS X Imaging system
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted users.
- Upgrade administrative tools and utilities. Configure / add new services as necessary.
- Maintain and document operational, configuration, or other procedures.
- Collaborate with Systems Admin I to plan and deploy ongoing performance tuning, hardware upgrades, and resource optimization as required. Maintain data center environmental and monitoring equipment.
- Provide Tier III support for hardware, systems, especially in the area of OS X/Apple iOS devices, as well as imaging services for said clients.
- Will be required to perform other duties as assigned.

**Required Skills**

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**Education**

Bachelor's degree or equivalent

**Experience**

1-3 years of related professional experience

**Knowledge**

- Excellent verbal and written communication skills
- Ability to handle multiple projects simultaneously
- Strong organizational skills
- Strong attention to detail
- Strong analytical and problem solving skills
- Ability to handle confidential information
- Strong customer service skills
- Ability to work on projects under only general supervision
- Strong Windows Server OS and Server Hardware, including Cisco, HP, and other vendors
- Strong Windows Clustering experience
- Strong Backup System experience (Commvault or similar)
- Strong SAN Switching experience
- Strong VMWare Networking configuration and management experience
- General Citrix management experience
- General experience with Microsoft Azure
- General Load Balancer knowledge
- Ability to work on projects under only general supervision

**Supervisory Responsibilities**

- No supervisory responsibility

**Physical Demands**

- Regular bending and lifting up to 40 pounds
- Occasionally using stairs



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**Travel Requirements** No travel required

**Kind:** Full Time

**Level:** Professional

### **Apply**

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**How to apply:** Apply at:

[http://tools.aan.com/about/employment/index.cfm?event=position.details&position\\_id=452](http://tools.aan.com/about/employment/index.cfm?event=position.details&position_id=452)

No calls please. If you have a question, please email [vadofoli@aan.com](mailto:vadofoli@aan.com)

[Go to Diversity.com](http://Diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.