



Hebron School, Ooty

System Administrator Job Description

Responsibilities:

- To maintain, upgrade and manage our Servers, software, hardware and networks.
- Install and configure servers, software and hardware.
- Manage network servers and technology tools.
- Set up accounts and workstations.
- Monitor performance and maintain systems according to requirements.
- Troubleshoot issues and outages.
- Ensure security through access controls, backups and firewalls.
- Upgrade systems with new releases and models.
- Develop expertise to train staff on new technologies.
- Build an internal wiki with technical documentation, manuals and IT policies.

Requirements:

- Proven experience as a System Administrator, Network Administrator or similar role.
- Experience with databases, networks (LAN, WAN) and patch management.
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery.
- Ability to create scripts in Python, Perl, Shell, windows batch script or other language.
- Familiarity with various operating systems and platforms. Resourcefulness and problem-solving aptitude.
- Excellent communication skills. BE Computer Science (Information Technology) or MCA or a degree/masters in Computer science, with at least 5 to 10 years' experience.
- Experience with an Educational institution is an added advantage.
- Remuneration Rs. 50,000/- depending on the qualification and experience.

This job description is not intended to be a complete list of duties and responsibilities, but indicates some of the main areas. And, this job description may be amended from time to time, to take account of changing environment and legislations.