



# Junior Systems Administrator

*1-3 years of experience with servers or systems administration*

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As a Junior Systems Administrator, you will help maintain, upgrade, and provide support for clients and Webspecs' software, hardware, and networks. The Junior Systems Administrator will work towards being able to diagnose and resolve problems as they arise. You will learn to easily communicate technical concerns and solutions to many different people with varying degrees of technical knowledge, as well as work with individuals on all teams to help solve their technical issues. The Junior Systems Administrator should feel comfortable taking ownership of various processes and infrastructure pieces.

## **Job Requirements:**

- An Associate degree or higher in related fields
- 1+ years of server or systems administration experience
- Knowledge of system security concerns and vulnerabilities
- Familiarity with UNIX, Apple, and Windows operating systems
- Comfortable working with the command line
- Ability to respond to requests after hours as needed
- Working knowledge of web services including Apache / Nginx, MariaDB / MySQL, and PHP
- Working knowledge or interest in the following (or similar) tools:
  - JumpCloud / Identity Management System
  - CloudFlare
  - WHM / cPanel
  - DigitalOcean, AWS, or GCP
  - Google Workspace

## **A successful Junior Systems Administrator contributes to the success of our team and our clients by:**

- Working with the Systems Administrator on learning and managing infrastructure including; file servers, databases, employee computers, firewalls, cloud servers, and other software and hardware.
- Providing employee technical support for both hardware and software issues that may arise.
- Monitoring the infrastructure daily and responding to any security breaches, usability concerns, or performance issues
- Auditing server backups to ensure data integrity.
- Working with the Systems Administrator to perform systems or server upgrades as needed.
- Assisting in integrating new applications and technologies into the current infrastructure.
- Maintaining internal documentation regarding Webspec infrastructure.
- Assisting with technical aspects of employee onboarding and offboarding.

Salary is competitive and will be dependent on previous experience.