# FRG

# System Administrator Assistant

## Description

*The System Administrator will be responsible for upkeep, configuration, and reliable operation of FRG's computer systems and servers. You will ensure that the uptime, performance, resources, and security of the computers you manage meet the company's needs.*

## In This Role You Will:

- Learn the Windows and Unix servers
- Learn the fundamentals of designing and implementing infrastructure best practices
- Learn the fundamentals of server administration
- Learn how to monitor system performance
- Learn how to install and configure various software solutions
- Learn how to maintain applications
- Learn how to apply patches and updates as required
- Learn requirements for systems documentation
- Learn how to maintain access privileges and account groups as directed by the development group
- Help with the set up and configuration of end user equipment to be functional with the latest software requirements
- Learn the resolution and tracking system for end user software issues; help resolve end user software issues to drive maximum productivity
- Assist with technical customer interaction as skills allow
- Embrace challenges and learn new skills; be a catalyst for change
- Perform other duties as assigned

## Essential:

- BS degree in the areas of Computer Science, Economics, Mathematics, Engineering, Sciences or Finance AND 0-1 years experience
- Exposure to a range of operating systems
- Exposure to Cloud Computing
- Experience with Ansible, Puppet or Chef a plus
- Familiarity with common SysAdmin applications such as DNS, LDAP, etc. a plus
- Assist with designing and implementing infrastructure best practices
- Problem solving skills
- Ability to multi-task and handle rapidly shifting priorities in a fast-changing environment
- Written, oral communication and presentation skills
- Ability to travel up to 25 percent of the time as the business needs dictate
- Ability to work alone and as part of a team