Job Description
Senior Systems Administrator, ITS

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making Penn Law an extraordinary supportive academic community for its scholars and students alike.

Description:
Join a growing, collegial department of motivated IT professionals; great facilities, team environment, excellent resources. Serve as Senior Systems Administrator. Report to deputy CIO. Participate fully as a member of the Systems Team. When necessary, work extended hours and occasional weekends; vacation may not be taken in August/September.

Duties:

• Provide systems administration, account management, email routing, firewall administration, application servers, print servers, storage management, networking, programming, scripting and technical expertise.
• Serve as Penn Law’s systems business continuity, disaster recovery and information security expert. Lead efforts, practice recovery, secure data and services.
• Manage and extend Office 365 Enterprise full suite tenant. Support and continue development of enterprise cloud services including AWS and Azure hosting.
• Manage and maintain 40+ cloud hosted and on-premise servers including Linux systems and installed server applications. Provide security monitoring, patching, optimizing, configuration and backup/recovery.
• Provide account administration and document lifecycle management such as provisioning, retention, archiving, permissions and auditing.
• Provide custom software development to automate systems administration tasks, monitor performance of networks, applications, and servers, and test for load balancing and fault tolerance.

Required Qualifications:
Bachelor’s degree and a minimum of three years experience in Systems Administration or equivalent combination of education and experience is required. Key knowledge areas should include email routing, network engineering, database administration, and information security with specific experience in the following:

• O365 Enterprise Services
• Windows and Linux system administration
• Azure Active Directory, Intune
• Database; MS SQL Server
• PowerShell, Python, Bash Shell
• VMWare, AWS and Azure
• Firewalls; Information Security
To apply: https://jobs.hr.upenn.edu/postings/42134

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