Systems Administrator

Department: EL: Core Systems, Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately (Primarily Remote)

Job Description

Emory University Libraries seeks a Systems Administrator to plan and implement middleware solutions and services utilizing DevOps principles and practices. Reporting to the Head of Library Core Systems in the Library Technology and Digital Strategies department, this position will contribute to the development and maintenance of the libraries’ cloud and virtual server infrastructures and build and support integrations between library applications, vendor products and university enterprise systems.

Key Responsibilities

- Plans and implements one or more multi-platform operating systems, utilities, and related software to meet organizational needs.
- May be responsible for applications on dedicated servers.
- Ensures the availability, integrity and reliability of assigned systems.
- Provides 24 x 7 on-call support to ensure application functionality and to minimize disruptions.
- Follows ITIL service management processes and procedures to support middleware operations.
- Monitors the IT Service Management System to resolve customer issues and meet service expectations.
- Advises on options for middleware solutions to support customer requests and meet business needs.
- Investigates middleware and integration issues to provide resolutions and to develop root cause analyses for supporting maintenance improvements and upgrade planning.
- Serves as subject matter expert for middleware on departmental projects to support strategic initiatives and meet business needs.
- Interacts with scrum teams and project managers to provide project updates and identify risks and issues.
- Produces work estimates for middleware actions to scope required levels of effort and to determine project duration and required resources.
- Provides middleware test plans and conducts testing for new development projects.
- Develops, maintains and supports server environments and automated processes for existing applications and new projects.
- Contributes to department documentation and knowledge sharing.
- Mentors others and identifies knowledge gaps and training needs.
• Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.

Preferred Qualifications

• Experience with Cloud Infrastructure configuration, deployment and management (such as AWS)
• Experience with frameworks and tools for configuration and deployment of environments (such as Ansible, Docker, Terraform)
• Familiarity with Blacklight and/or Samvera Community gems and applications.
• Experience working on Open-Source software projects or with remote collaborators.
• Experience working with a software development team to build and maintain applications.
• Familiarity and desire to work with agile methods.
• Familiarity with version control, test-driven development, continuous integration techniques and other development best practices.
• Experience working in a library environment.
• Possess the ability to work in a collegial, collaborative work environment and maintain positive professional working relationships.

University Job Description:

Plans and implements one or more multi-platform operating systems, utilities, and related software to meet organizational needs. May be responsible for applications on dedicated servers. Ensures the availability, integrity and reliability of assigned systems.

University Minimum Required Qualifications:

Five years of operating systems analysis/administration experience OR a bachelor's degree and three years of operating systems analysis/administration experience.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/67677/systems-administrator/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Diversity Statement

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and
diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.