



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

Brief Job Description

Position Title:	Assistant System Administrator
Reporting to:	Head of the Department – Computer Sciences and Information Systems
Location:	BITS Pilani – Hyderabad Campus
Job Responsibilities <ul style="list-style-type: none">• Manage the department servers, including virtualisation, RAID, setting up offsite backup, etc.• Manage the department network, including monitoring WiFi dark spots and reporting it to the Institute team• Manage the department labs, including installation and upgradation of OS and other software, upkeep of hardware, creating and managing user accounts, etc.• Monitor performance of different infrastructure in the department including power, cooling, etc.• Manage security and firewall requirements of the department• Prepare plans for department infrastructure and lab upgrades, including setting up a SAN to serve all the desktop PCs in the labs, etc.• Prepare scripts to automate activities in the department like taking backup, inventory and stock management, etc.• Develop expertise to train staff on new technologies• Any other responsibilities as designated by the department from time to time.	
Educational Qualification: <ul style="list-style-type: none">• B.E or B.Tech in Computer Science or equivalent	
Work Experience and Skills required: <ul style="list-style-type: none">• Proven experience as a System Administrator, Network Administrator or similar role in an enterprise or university setting• Experience with databases, networks (LAN, WAN) and patch management• Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery• Knowledge of various operating systems and platforms• Ability to create scripts in Python, Perl or other language• Experience with MS Word, MS Excel and other Office packages	