



SIGMA Marketing Insights Open Position Description

Systems Administrator – Co-Op/Intern

SIGMA Marketing Insights is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, veteran status or status as a member of any other protected group or activity.

Position Summary

The Systems Administrator position is responsible for all aspects of systems administration for SIGMA, including networks, servers, applications, and databases, maintaining system functionality, security, and integrity in order to meet SIGMA's and SIGMA's clients' needs.

Responsibilities

- Monitors and manages system resources, including CPU usage, disk usage, backup/disaster recovery systems and response times to maintain operating efficiency.
- Install, configure, and support various application servers including SQL databases and web servers.
- Manages network and user security and enterprise security policies, including application security, user roles and access, event investigations, and compliance auditing/enforcement.
- Identifies, performs and/or assists in troubleshooting and diagnosing production problems and corrects identified problems.
- Assists in maintaining network servers, operating systems, hubs routers, bridges, switches, and other network equipment.
- Assists with scheduled server maintenance, including monthly Microsoft patches, periodic reboots, upgrades, and application of regular updates.
- End-user support and occasional, and after-hours/weekend support.
- Carry out other duties as necessary to perform function and as assigned.

Preferred Experience/Behavior

- Proficient with virtual server technologies, virtual desktops, and storage area networks.
- Working towards a degree in Computing and Information Technologies or Networking and Systems Administration.
- Familiar with systems and network engineering (Cisco switch and firewall experience a plus)
- Knowledge of Systems Architecture, Virtual Technologies, Storage Area Networks, and Active Directory
- Proficient in Powershell
- Work productively in a team environment



- Communicate effectively verbally and in writing
- Work with limited supervision as required
- Recognize and solve problems in a timely manner

To apply for this position at SIGMA, go to sigmamarketing.com and:

1. Download and complete the job application
2. Send your résumé, cover letter, and the completed employment application to:
Laurie Gilzow, Human Resources @ lgilzo@sigmamarketing.com