Job Description

JOB TITLE: Sharcnet Systems Administrator

REPORTS TO: Director, Institutional Research (Position #00002601)

JOBS REPORTING: none

LOCATION: Waterloo Main Campus

GRADE: 11

PRIMARY PURPOSE:
This position is part of the technical team that manages all aspects of the SHARCNET distributed high performance computing: hardware, software and networking infrastructure. The technical team is responsible for ensuring the ongoing operation and effective use of SHARCNET resources and participates in planning for new systems and services.

SHARCNET, a partner organization in Compute Canada, offers a challenging opportunity for a Systems Administrator, based at the University of Waterloo. SHARCNET and Compute Canada provide advanced computing resources and services for researchers.

System Administrators provide support and administration of SHARCNET computer systems, interconnections and scheduling software consistent with the requirements of the integrated SHARCNET infrastructure. These activities include monitoring and maintaining hardware, installing OS revisions and patches, managing user accounts and maintaining security and data integrity; the system administrator is responsible for ensuring the efficient operation of the computer systems, and scheduling of programs; for initiating preventative and corrective actions on systems and operational problems or potential problems independently as required. The incumbent must be able to resolve complex problems that may arise in operating a complex, multi-processor, parallel, Linux computing environment.

Applicants should possess a university degree or equivalent, have three years of relevant experience in working with Linux/Unix systems preferably in a technical environment, have strong skills scripting languages and have good written and oral skills. Familiarity with Fortran90, parallel computing, development and maintenance of web-based information and experience of the university research environment are assets.

This is a full-time position with guaranteed funding available to March 31, 2017, with the potential for renewal.

KEY ACCOUNTABILITIES:
Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.

1. Responsible for monitoring and maintaining SHARCNET hardware, installing OS revisions and patches, managing user accounts and maintaining security and data integrity to ensure the efficient operation of the computer systems, and scheduling of programs.

2. Responsible for initiating preventative and corrective actions on systems and operational problems or potential problems independently as required.

3. Responsible for performing all of the above activities within a complex, multi-processor, parallel, Linux computing environment.

POSITION REQUIREMENTS:
If hiring today, what would be the minimum requirements?
Job Description

Education: Applicants should possess a university degree or equivalent.

Experience: Applicants should have three years of relevant experience.

Technical: Applicants should have experience in working with Linux/Unix systems preferably in a technical environment, have strong skills scripting languages and have good written and oral skills. Familiarity with Fortran90, parallel computing, development and maintenance of web-based information and experience of the university research environment are assets.

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NATURE AND SCOPE:

- Interpersonal Skills: teamwork, technical communication, non-technical communication
- Level of Responsibility: i.e. staff management, influence, leadership, coaching and functional direction.
- Decision-Making Authority: none
- Physical and Sensory Demands: machine room environments, working with computing hardware
- Working Environment: office-based with occasional travel, daily work in machine rooms