Job Title: System Administrator
Department: Faculty of Agricultural and Food Sciences
Section: FAFS Dean’s Office

1. BASIC FUNCTION:
Maintains technical equipment in classrooms. Installs and maintains FAFS computer labs. Helps in developing FAFS applications. Designs, implements, and maintains FAFS IT services. Assists FAFS faculty members and students in using technical equipment in classrooms and labs. Prepares budget for maintenance of technical equipment and manages its inventory.

2. DUTIES PERFORMED:
   a. Maintains classroom technical equipment and on-line systems. This includes analyzing and fixing malfunctioning technical equipment including audiovisual equipment.

   b. Serves as primary contact for the support of users of the FAFS computers and audiovisual equipments classrooms. This helpdesk function provides specialized assistance for users of FAFS classrooms and computer systems hardware/software.

   c. Installs new computers in FAFS computer laboratories. Maintains laboratories computers and servers.

   d. Develops FAFS applications and programming application interfaces.

   e. Sets up FAFS applications and databases servers.

   f. Codes, tests and troubleshoots programs utilizing the appropriate hardware, database, and programming technology.

   g. Works as the primary contact for FAFS with CNS.

   h. Assists faculty members, students, and staff in using computers and technical equipment in classrooms and labs (especially during orientation and registration).

   i. Plans budget and establishes a spare parts inventory for all computers and audiovisual equipment in classrooms, lecture halls, and offices.

   j. Performs other related duties as requested.
3. **WORK CONTACTS:**
   Regular contacts with FAFS students, faculty members and staff.
   Occasional contacts with CNS for coordination purposes.

4. **INDEPENDENCE OF OPERATION:**
   Reports to the Dean

5. **SUPERVISORY RESPONSIBILITY:**
   None

6. **PHYSICAL EFFORT:**
   Slight to moderate: ability to lift computers, monitors, LCD projectors, overhead projectors etc...

7. **WORK CONDITIONS:**
   Clean and Pleasant.

8. **MINIMUM REQUIREMENTS:**
   a. A BS degree in a Computer Science or equivalent Engineering field.
   b. 3 - 4 years of experience in Computer support and server administrations.
   c. Good communication skills.
   d. Good knowledge in audiovisual equipment.
   e. Excellent knowledge of SQL, PL/SQL and good knowledge in ASP.NET/VB applications development.