



EMPLOYMENT OPPORTUNITY

SYSTEMS ADMINISTRATOR

The UCLA Center for Health Policy Research (Center) has an outstanding opportunity for a Programmer/Analyst II (Systems Administrator) to assist in the planning, evaluation, testing, installation, configuration, security and upgrading of the Center's network infrastructure. The Center, which was established in 1994, is based in the School of Public Health and is the premier source of health policy information for California.

Responsibilities:

- Participate in the planning of long-range IT goals and objectives, and assist in IT resource budget planning
- Maintain and update the Center's servers, workstations, printers and other computer peripherals on a Windows network.
- Assist in the configuration of Center switches, routers and firewalls.
- Backup user files and data located on multiple servers using both commercial and operating system backup software.
- Ensure that equipment inventory, licensing and usage, purchasing, and filling of documentation is in compliance with UCLA policies.
- Execute secure data transfers and work with a variety of encryption protocols, client- and server-side software and systems.

Qualifications:

- Ability to demonstrate a high degree of detailed accuracy in all projects and tasks.
- Experience designing, managing and enhancing complex network systems and infrastructure.
- Ability to quickly research problems and develop a strategy to remedy the problem.
- Extensive knowledge of PC hardware and of all Windows NT platforms, web architecture and database applications, and an understanding of security in a network environment.

Other Details:

Full-time, contract position. Salary: \$3731 - \$7154 monthly, dependent on experience. Excellent benefits. Equal Opportunity Employer.

How to Apply:

Go to <https://hr.mycareer.ucla.edu> and search for Requisition #16935.