Job Title: Systems Administrator  
Location: Tucson, AZ  
Reports To: IT Director  
Employee Type: Full-Time  
Travel: Occasional  
Relocation Covered: Possible  
Desired Start Date: As soon as possible  
Salary: $75,000 - $85,000 DOE  
Benefits: Medical and dental insurance, life insurance, disability, retirement plan, and more.

About the Work Environment:  
The Planetary Science Institute (PSI) is a scientific research organization with over 180 staff members dispersed across many states and countries. PSI’s headquarters is in Tucson, AZ and we have a satellite office located in Lakewood, CO. The main server room is located on-site in the Tucson office, a colocation facility is maintained off-site in Tucson, and we have redundant systems and servers. There is a mixture of onsite hardware and cloud-hosted services, which includes an onsite computing cluster and virtual machine hosting system.

Position Summary:  
The Systems Administrator will be responsible for the configuration, maintenance and operation of PSI network, servers, and storage infrastructure, while ensuring that the network and all related equipment are functional to accommodate system users, including but not limited to Windows servers, Linux servers, firewalls, routers, and switches.

Primary Responsibilities:  
• Install, configure, test, and maintain servers, SAN, and related networking equipment.  
• Monitor scheduled jobs and computer output for completeness, accuracy, and errors.  
• Perform all critical data backups and secure data according to established procedures.  
• Install firmware and security updates on servers, printers, and related networking equipment.  
• Configure and maintain Microsoft Active Directory.  
• Install, configure, and maintain IPS/IDS, firewall, antivirus, antispam, antimalware, etc. for maximum internal network protection.  
• Maintain Unified Communications, VoIP, and any related equipment, services, and platforms.  
• Troubleshoot and resolve issues with PSI’s technology equipment as a result of test findings and risk assessments.  
• Log all computer, terminal, and printer hardware/software problems.  
• Call appropriate maintenance organizations and arrange for repairs; notify supervisor of unusual problems.  
• Assist with software upgrades and installations.  
• Create scripts for automation of common tasks.  
• Provide support to operational staff.  
• Perform such other duties as may be required from time to time for the overall management and operation of PSI’s network.  

Note: Management may assign or reassign duties and responsibilities to this job at any time.

Required Knowledge, Skills, and Abilities:  
• Advanced proficiency in the operation of local and wide-area networks and components.
• Proficient with current Microsoft server and client operating systems, as well as various Linux distributions.
• Ability to perform duties accurately and independently.
• Strong communications skills with discretion, accuracy and clarity being essential.
• Good people skills that foster a positive and friendly work environment, including active listening and polite and efficient interactions.
• High degree of professionalism regarding safeguarding sensitive data.

Minimum Qualifications:
Bachelor’s degree in computer science or a related field and a minimum of 5 years of related experience, or any equivalent combination of experience, training and/or education.

Must be able to perform essential physical, mental, and environmental conditions of the job:
• Mobility: frequent use of keyboard and mouse; frequent sitting for long periods of time.
• Physical: may need to carry and lift equipment up to 50 pounds and push or pull equipment on a hand truck or cart of up to 100 pounds. It may be necessary to bend, kneel, and reach to connect and disconnect equipment. It may be necessary to handle objects to build computer racks and shelves. Some tasks may require the use of a foot stool or step ladder. (Accommodation may be requested.)
• Vision: constant use of overall vision; frequent reading and close-up work; frequent color and occasional depth vision.
• Dexterity: frequent repetitive motion.
• Hearing/Talking: frequent hearing and talking, in-person and on the phone.
• Emotional/Psychological: frequent decision-making and concentration; frequent independent work and learning; frequent coordination of tasks with other co-workers; occasional off-hours responsibilities; may on occasion need to speak with software, hardware, or other vendors or groups when dealing with IT issues.
• Reading/Comprehension: frequent interpretation and understanding of written (print, electronic and video) technical documentation, reports, web research results and user requests.
• Environmental: periodic exposure to noise and cold temperatures when working in the server room and other data centers, and co-locations.

To apply for the position:
If you are interested in applying for this position, have the required skills, and you meet the minimum qualifications, please submit the following documents to apply@psi.edu:
• A cover letter that addresses your interest and qualifications for this position.
• Resume
• Completed Application and Voluntary Self-Identification form (can be found on www.psi.edu or by sending a request to apply@psi.edu).

PSI will not sponsor applicants for work visas.

Planetary Science Institute, Human Resources
1700 E. Ft. Lowell Rd., Suite 106
Tucson, AZ 85719
Email: hr@psi.edu

PSI is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran, or any other characteristic protected by law.

The Planetary Science Institute is a private, nonprofit 501(c)(3) corporation dedicated to Solar System exploration. It is headquartered in Tucson, Arizona, where it was founded in 1972. PSI scientists are involved in NASA and international missions, the study of Mars and other planets, the Moon, asteroids, comets, interplanetary dust, impact physics, the origin of the Solar System, extra-solar planet formation, dynamic evolution of planetary systems, the rise of life, and other areas of research. They conduct fieldwork on all continents around the world. They also are actively involved in science education and public outreach through school programs, children’s books, popular science books and art. PSI scientists and educators are based in 31 states and the District of Columbia, and work from various international locations.

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