

# University of Virginia

## Job Summary

<b>Job Code:</b>	<b>Job Title:</b>	Computer Engineer I
<b>UVA Survey Code:</b>	<b>UVA Survey Code Title:</b>	
<b>Pay Band:</b>	<b>Career Path:</b>	Systems & Network Administration
<b>FLSA Status:</b>	<b>Management or Individual Contributor:</b>	Individual Contributor

**Position Summary:** Describe below the primary purpose and function of this job.

Assist in the administration of a distributed computer system supporting a specified functional area of university operations. Coordinate system utilization, system upgrades, system security, and perform growth analysis and capacity planning. Develop scripts to automate and manage system processes and performance. Investigate system administration and client/server or application performance problems. Perform application installation, maintenance, training, and user support, as required.

**Key Roles & Responsibilities:** List up to 6 key roles and responsibilities of this job.

1. Administer and support university systems to include secure access, data safety and integrity, disaster recovery, and physical security.
2. Maintain networked servers, workstations, peripherals and terminals, ensuring proper integration of these components with existing university computer systems. Implement system security policy, to include firewalls, host and client access, file permissions, and user accounts. Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational problems. Monitor file and system access to ensure confidentiality and proper use. Maintain file services and backup/recovery processes and procedures.
3. Assist in the design of methods and procedures for collecting, organizing, interpreting, and classifying system and log data for security, performance and capacity planning needs. This should include application logs such as web and database services hosted by the system.
4. Program specific system scripts in response to department/client needs; install and debug new and/or upgraded software on server and client platforms, ensuring compliance with current site licenses; document all administered systems; manage websites and associated pages.
5. Research, evaluate, install, configure, and troubleshoot all hardware, peripherals, and equipment necessary to meet integrated systems objectives.
- 6.

**Expertise:** Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have a basic understanding of his/her discipline including all required certifications as well as a basic understanding of the business environment of a large university system. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have a basic understanding of data security and disaster recovery systems and procedures; system administration, applications, network protocols and services; a broad range of relevant client operating systems, applications, and equipment; understanding of LAN administration in a secure environment; systems growth analysis and capacity planning processes and techniques; data management techniques; a system scripting language and how to develop system utilities; computer site licensure regulations and requirements; and customer service standards and procedures. Incumbents must have ability to identify problems and coordinate hardware and/or software recovery, installations and upgrades; implement and troubleshoot system performance, changes and modifications; write complex technical instructions in the use of the supported systems and applications; communicate with and interpret the operational requirements of end-users; investigate and analyze information and draw conclusions; and process computer data and format and generate reports.

**Problem Solving:** Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address routine problems and will use judgment in selecting among authorized procedures. Incumbent seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

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**Nature & Area of Impact:** To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is typically limited to the team/department for which the incumbent works. Daily work quality can affect the productivity of students, faculty and/or staff.

**Interactions / Interpersonal Skills:** Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are typically with fellow team members, but the incumbent may have interactions with assigned student, faculty, or staff clients. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service.

### Distinguishing Characteristics

This is the entry-level job for the discipline.

- **Skills:** Level 1 incumbents are developing skills but possess a basic knowledge of the discipline from his/her education and/or training and a basic understanding of the University and its business environment.
- **Level of Work:** Level 1 work is generally routine in nature, with assignments provided at a task level, typically on a daily or short-term basis.
- **Supervision:** Level 1 incumbents work under immediate supervision, have minimal latitude for unreviewed actions/decisions. Level 1 incumbents have no supervisory responsibilities.
- **Interactions:** Level 1 incumbents typically have limited interactions with those outside his/her own team.
- **Focus:** Level 1 incumbents focus primarily on his/her own work quality and accuracy.

**Job Requirements And Qualifications:** Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

<b>Minimum Education:</b>	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related disciplines.	<b>Preferred Education:</b>	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
<b>Minimum Experience:</b>	<1 year	<b>Preferred Experience:</b>	1-3 years

**Required Licenses/Certifications:**