The System Engineer (SE) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software, networks and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and partners.

Responsibilities:

- Designing and implementing computer systems, software and networks including defining complex system requirements, determining system specifications, processes and working parameters. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Develop and maintain installation and configuration procedures.
- Ensure system hardware and software are compatible and capable of required performance metrics.
- Installing, maintaining and supporting computer communication networks within an organization or between organizations.
- May work internally within an organization's IT support team and look after various ongoing client projects onsite.
- Managing email, anti-spam and virus protection.
- Setting up user accounts, permissions and passwords. Create, change, and delete user accounts per request.
- System monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs.
- Monitoring network usage.
- Ensuring the most cost-effective and efficient use of servers.
- Analyzing and resolving faults, ranging from a major system crash to a forgotten password.
- Undertaking routine preventative measures and implementing, maintaining and monitoring network security, particularly if the network connects to the internet. Perform regular security monitoring to identify any possible intrusions.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Providing training and technical support for users with varying levels of IT knowledge and competence.
- Managing the website and keeping internal networks running.
- Monitoring the use of the web by employees.
- Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.
- May require travel to client sites.