POSITION TITLE

SYSTEM AND DATABASE ADMINISTRATOR

POSITION SUMMARY

The System and Database Administrator is responsible for maintaining and developing eCampusOntario's system infrastructure, including server systems, firewalls, testing computer equipment, building and backing up databases, installing and updating malware software as well as other processes used to support the daily activities of the office.

The System and Database Administrator will ensure a secure and an efficient distributed IT infrastructure that will evolve continuously in order to provide an optimized environment. A good understanding of the Wordpress ecosystem is required as that technology is at the core of eCampusOntario's publicly available services.

The successful candidate will also support the eCampusOntario internal end-users in their daily operations by providing optimized service in response to their needs.

DUTIES AND RESPONSIBILITIES

- Support daily operations and monitoring of multiple databases, user accounts, file permissions and other systems according to standard operating procedures for storage and backup architectures.
- Manage, deploy and configure hardware upgrades, software updates, security patches and other necessary items on an as-needed basis.
- Perform daily system monitoring and backup procedures to ensure data security, availability and integrity of required resources, and proper recording of application logs and reviews.
- Develop and maintain various web services and applications focused on the Wordpress ecosystem of functionalities.
- Integrate various solutions developed by a front-end developer and other potential collaborators.
- Design and develop infrastructure monitoring and reporting tools.
- Develop and maintain configuration management solutions.

- Collaborate with various managers and other IT personnel to improve existing processes, increase automation and meet product development goals.
- Support daily IT operations of end-users and of the office.
- Participate in required compliance activities as needed, including data log collection, statistical analysis and proper reporting standards
- Contribute to a positive, supportive and strong team culture at eCampusOntario
- Continually expand and update professional knowledge

QUALIFICATIONS AND SKILLS

Minimum qualifications and skills for this position:
- Bachelor's degree in Computer Science or in a relevant field of study.
- 3+ years in an IT systems administration or database administration role.
- Experience with Linux servers in virtualized environments.
- Experience with Windows systems in various environments namely cloud and on-premise environments.
- Understanding of container-based environments such as Docker and Kubernetes.
- Familiarity with the fundamentals of scripting languages for Linux and Windows.
- Experience installing, configuring, and maintaining services such as Bind, Apache, MySQL, nginx, etc.
- Strong understanding of Active Directory management and tools.
- Familiarity with load balancing, firewalls, etc.
- Understanding of accessibility and security compliance in IT environments.
- Proficient in user authentication and authorization between multiple systems, servers, and environments
- Strong understanding of the integration of multiple data sources and databases into one system.
- Management of hosting environment, including database administration and scaling an application to support load changes
- Strong grasp in the creation of database schemas that represent and support business processes

Desirable (considered an asset):

- Ability to communicate effectively with technical and non-technical persons at all levels, including staff, clients, executives and vendors
- Bilingual. English and French would be desirable
- Ability to effectively manage resources to address competing priorities

Interested candidates should submit a resume and cover letter that speaks to why they should be considered for the role, no later than **December 7**, 2018 to jobs@ecampusontario.ca