System administrators are responsible for installing, maintaining, and testing software on the station’s computers. They are also responsible for responding to requests for software installations and updates, as well as providing tech support to all of our volunteers.

### Duties and responsibilities

- Installing, updating, maintaining, and testing the CFUZ computer operating system
- Installing and maintaining various software packages
- Regularly monitoring the station’s computer systems (via automated means if possible)
- Developing and installing software scripts or other measures to provide adequate system monitoring and alerts
- Reporting any anomalies/problems directly to the Tech Chair

### What we're looking for

- A working knowledge of Mac OS and the various software used at the station is required
- A basic knowledge of spreadsheets, documents, how to use a search engine, and email is required
- Responsive (answers emails fast)
- Respect for confidential information (system login, password)
- Willingness to learn our station systems and how they operate
- Desire to work as part of a team

### What’s in it for you

- Chance to use an expert skill
- Influence on the development of CFUZ’s software infrastructure

### Training and resources provided

- Access to the Peach City Radio Forge collaborative project environment
### Hours and working conditions

- Occasional, on-call

### Responsible for supervising

Not applicable

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