 **Systems Engineer I Standard Job Description**

**Classification Title:** Systems Engineer I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 72

**Job Description Summary:**

The Systems Engineer I, under supervision, collaborates with other Systems Engineers and IT personnel to assist with defining technology problems and solutions. Works on projects or business issues requiring state of the art technical or industry knowledge.

**Essential Duties and Tasks:**

**35% Design and Development**

* Assists in the design and development of hardware and software solutions to address business problems.
* Helps to ensure requirements are met and evaluates performance.
* Ensures the highest levels of systems and infrastructure availability.
* Assists other Systems Engineers and IT personnel with the planning and designing of systems infrastructure.
* Collaborates with other Systems Engineers or other IT personnel to understand application improvements and plans for change.

**25% Monitoring and Security**

* May help coordinate the support for security patching and compliance for IT systems.
* Implements best practices and follows proper security controls for system security and data backups when designing new systems and making improvements to existing systems.
* Monitors the performance of systems and suggests improvements.

**10% Consultation and Documentation**

* Helps ensure the accuracy and effectiveness of the system to meet business/customers' requirements.
* Contributes to the creation of system related documents/reports including installation procedures, control documents, and test plans.

**10% Testing and Repair**

* Works with other vendors and IT personnel for any problem resolutions required.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in related field or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**