

Urban Labs Title: System Administrator
Reports to: IT Director

Who We Are

The University of Chicago Urban Labs, launched in 2015, were established to create knowledge to address fundamental urban challenges, and to work with policy makers and practitioners to improve the human condition in cities worldwide. The Urban Labs seek to evaluate the most promising policies and programs across the domains of crime, education, energy & environment, health and poverty to generate gold-standard evidence about what works and why, and to support policy makers and practitioners to scale up programs and policies that can have a significant positive impact on human lives. The Urban Labs team rigorously evaluates promising policies and interventions to make them as informative as possible. Our goal is to assemble a portfolio of randomized controlled trials (RCTs) to generate new evidence about what works, for whom, and why, and to conduct benefit-cost analyses of different interventions to enable policymakers to prioritize resources for the combination of strategies that achieve the greatest social good per dollar spent. For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu/>

Five Labs. One Approach.

UChicago Urban Labs:

- Use research and evidence to understand how cities can work better
- Test the most promising, cost-effective policies and programs
- Work with civic partners to implement and evaluate solutions in real time
- Scale solutions to cities around the country and the world.

The Role

The University of Chicago Urban Labs is seeking a System Administrator to join our service-oriented and forward-thinking information technology department. The candidate will build relationships and work with researchers and administrative staff across all Urban Lab offices to monitor and attend to technology needs, and to configure solutions that meet technology as assigned by the IT Director. The System Administrator is responsible for supporting and extending computing environments for applied social science and data science in a highly security-conscious setting. This person will also be responsible for all activities and support related to the day-to-day operations of Urban Labs' servers and related hardware and software components.

Primary Responsibilities

- Manages a Windows remote desktop cluster, Linux computation servers, and other ancillary services

- Performs system and network monitoring; monitors server usage and performance
- Installs, configures, patches, upgrades and maintains Windows and Linux virtual machines on a vSphere platform.
- Works with senior management to design and execute security policies for storing and accessing HIPAA-restricted data.
- Assures confidentiality and integrity when working with private and sensitive data
- Special projects and other duties as assigned

Required Education, Experience, and Skills

- Bachelor's degree required. Degree in technology, social science, or engineering related field preferred, or equivalent work experience required
- At least three years of experience in multi-platform system administration – Linux and Windows
- Experience with virtualization and configuration management.
- Understanding of IT needs for data-intensive computational research.
- Experience with implementing, administering and managing a Windows server environment (including experience managing policies, rights, security, Active Directory and RSAT) required.
- Readiness to implement and maintain security practices that meet regulatory requirements.
- Experience with at least one Linux system scripting language (Bash, Perl, Python) required
- Knowledge of backup technology and other monitoring and automated systems management technologies

Required Competencies

- Outstanding deductive and investigative skills to identify and diagnose complex, non-intuitive technical problems
- Ability to learn new procedures, techniques, and approaches quickly
- Knowledge of emerging technology trends in the area of IT.
- Ability to communicate and establish great end user experience.
- Ability to execute sound judgment and maintain confidentiality.
- Excellent written and verbal communication skills.
- Self-motivated and able to prioritize tasks
- Able to work in teams and individually
- Creative problem-solving skills.

Preferred Competencies

- Knowledge of web servers
- Knowledge of VMware vSphere

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- Knowledge of Remote Desktop Services
- Knowledge of Jupyterhub and RStudio Server
- Knowledge of puppet, ansible, or chef
- Knowledge of SAN storage management
- Knowledge of MySQL or Postgresql database systems

To Apply:

Submit resume, cover letter, and writing sample to Workday, job requisition number **JR01398**. **NOTE:** when applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application.

- **If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** [Log into Workday](#) and select the career worklet.
- **External Candidates** should apply to the position at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>
- **If you have questions about the Workday application system,** please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc03244b02d.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.