

Infrastructure & Engineering - Email Systems Engineering						
Job Family	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14 - Individual Contributor	G14 - Management Track
Email Systems Engineering	Assistant Systems Engineer	Associate Systems Engineer	Systems Engineer	Sr. Systems Engineer	Lead Systems Engineer	Manager/Sr. Manager, Client Solutions & Email Systems
Purpose:	Assists with the day-to-day support of the system infrastructure. May include automation, processes, hardware and/or software.	Provides day-to-day support of the system infrastructure. May include automation, processes, hardware and/or software.	Provides on-going support of platform management and of the system infrastructure, including automation, processes, hardware and software.	Has responsibility for advanced infrastructure support and implementing highly complex projects with impact on the network and business system applications.	Leads/supervises day to day activities in support of the planning, scaling and integrating system capabilities (complex, multiplatform) in alignment with functional plans, goals, and directions.	Oversees the planning, scaling and integrating system capabilities (complex, multiplatform) in alignment with functional plans, goals, and directions.
Relation to Supervision:	Works under direction	Works under moderate direction.	Works under minimal direction.	Works under minimal direction and often without supervision.	Works independently while leading and coordinating all levels of activities including project lifecycle and day to day operations.	Manages staff and relevant teams while also leading and coordinating all levels of activities including project lifecycle and day to day operations including staff management.
Architecture, Design, Development and Installation:	Assists with assigned research and assigned design and development, such as the development of a small report or the automation of internal report monitoring. Assists and completes simple infrastructure installations and upgrades as assigned.	Assists with assigned research and assigned design and development, such as the development of a small report or the automation of internal report monitoring. Assists and completes simple infrastructure installations and upgrades as assigned.	Does assigned research, design and development, such as the design/development of a single technology for a CUIT group or a small customer group. Installs low/moderately complex soft/hardware infrastructure.	Responsible for the development of new implementation guidelines or standards. Provides architecture for networks. Installs moderate/complex soft/hardware infrastructure. Performs complex implementations and/or customizations.	Leads and/or oversees the development of protocols and standards for all network services and may have ultimate responsibility for their implementation and documentation. Leads and performs complex implementations and/or customizations of moderate/significant size and risk.	Designs hard/software configurations for moderate/complex solutions to address University needs. Reviews and approves designs. Involved in the design and development effort of large and complex soft/hardware that is deemed critical to the University's operations. Performs complex implementations and/or customizations of moderate/significant size and risk.
Relationship Management:	Works closely with CUIT colleagues on all tasks in the network engineering and maintenance life cycle. Participates constructively in team environment.	Works closely with CUIT colleagues on all tasks in the network engineering and maintenance life cycle. Participates constructively in team environment.	Works closely with CUIT colleagues on all tasks in the network engineering and maintenance life cycle. May be responsible for directing and monitoring the work of team members and or project teams.	Work with all levels of organization on problem management and resolution. Provides assistance to less senior developers. Gives guidance to other team members. May oversee team members performing specific tasks.	Leads specific infrastructure, systems and administration initiatives. Provides expert level assistance to less senior system engineers; functions as a technical consultant.	Leader of team. Sets team goals, coaches and counsels staff to accomplish goals. May have performance management responsibility for team. Liases with relevant faculty and administrators on various projects/initiatives and ongoing operations of systems.
Education & Experience:	Bachelors degree and/or its equivalent required. Minimum 0-2 years related experience. Familiarity with industry standards and practices.	Bachelors degree and/or its equivalent required. Minimum 2-4 years related experience. Familiarity with industry standards and practices.	Bachelors degree and/or its equivalent required. Minimum 3-5 years related experience. Solid network/systems knowledge and understanding of industry standards and practices.	Bachelors degree and/or its equivalent required. Minimum 4-6 years related experience. Strong networking knowledge and experience with multiple technical specialties.	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level networking knowledge and experience with a specific technical specialty.	Bachelors degree and/or its equivalent required. Minimum 5-7 years related experience. Expert level experience with a broad range of technical specialties. Prior supervisory experience strongly preferred.
Soft skills:	Demonstrates a variety of competencies including teamwork/collaboration, analytical thinking, and strong communication.	Demonstrates a variety of competencies including teamwork/collaboration, analytical thinking, and strong communication.	Demonstrates a variety of competencies including teamwork/collaboration, analytical thinking, and communication.	Demonstrates proficiency in a variety of competencies including teamwork/collaboration, analytical thinking, communication and influencing skills.	Demonstrates excellence in a variety of competencies including teamwork/collaboration, analytical thinking, communication, influencing skills, and proven ability to act as a change agent.	Demonstrates excellence in a variety of competencies including ability to manage a team, teamwork/collaboration with technical and functional clients/peers, analytical thinking, communication and influencing skills. Proven ability to act as a change agent.
Technical Skills:	Basic skills in some/all of the following technologies: Macintosh/Windows/Linux support/administration	Basic skills in some/all of the following technologies: Windows/Linux support/administration.	Proficiency in some/all of the following technologies: Windows/Linux support/administration, Knowledge of SendMail, Windows Server 2008 and 2012, Microsoft Exchange 2010, 2013 and 2016, Active Directory.	Strong proficiency in some/all of the following technologies: Windows/Linux, SendMail, Windows Server 2008 and 2012, Microsoft Exchange 2010, 2013 and 2016, Active Directory, Powershell scripting ability.	Expert level skills in some/all of the following technologies: Strong proficiency in some/all of the following technologies: Windows/Linux, SendMail, Windows Server 2008 and 2012, Microsoft Exchange 2010, 2013 and 2016, Active Directory, Powershell scripting ability.	Strong Proficiency in some/all of the following technologies: Strong proficiency in some/all of the following technologies: Windows/Linux, SendMail, Windows Server 2008 and 2012, Microsoft Exchange 2010, 2013 and 2016, Active Directory, Powershell scripting ability.