CFUZ - Peach City Radio
121-1475 Fairview Rd.
Penticton, BC V2A 7W5
(236) 422-0929

Systems Administrator

Volunteer job title	Systems Administrator
Department	Tech
Reports to	Tech Chair

Overview

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

Approved by:	*Signature of the person with the authority to approve the job description*
Date approved:	*Date upon which the job description was approved*
Reviewed:	*Date when the job description was last reviewed*