

JOB DESCRIPTION TEMPLATE

Career Ladder:	Systems Administration
Business Title:	Systems Architect
Department:	
Department Code:	
Level:	

Job Summary:

The Systems Architect guides the creation of core systems infrastructure for implementing next generation services and solutions that align with the University and IT's mission and customers' business needs.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Provides architecture design and development of IT's strategic direction in various systems services technologies.
- Analyzes emerging trends in technology and systems architecture, evaluates alternatives, completes feasibility studies, and identifies customer driven opportunities that can be incorporated into future strategic systems initiatives.
- Provides advice to senior management on systems architecture advancements, and makes strategic methodology and development recommendations.
- Provides highly specialized technical expertise and mentoring through every phase of an infrastructure project's life cycle including project planning, requirements definition, implementation and operationalization of new technology services.
- Leads the introduction and management of technical change and provides mentoring for the University's systems infrastructure teams.
- Collaborates with key technology teams across the University.
- Makes presentations at local, regional, national and international conferences and workshops as well as to partner institutions.
- Provides technical guidance and leadership, coaching, and mentoring to team members.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<p><u>Collaboration (Expert – E):</u> Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.</p>
<p><u>Communicating for Results (Expert – E):</u> Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies</p>

judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

Problem Solving (Expert – E):

Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

Role Based Competencies:

Accountability (Expert – E):

Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

Information Systems Knowledge (Expert – E):

Engineers, coordinates, and submits approval for significant enterprise-wide information system solutions that align with organizational processes and long-term strategies. Recommends large-scale, best practice technological opportunities. Engages appropriate technical consultants, experts, and leaders.

Initiative (Expert – E):

Integrates future and conflicting scenarios and opportunities. Directs planning for potentially significant outcomes and contingency plans. Identifies areas of high risk. Procures significant commitment of organizational resources, involving resource owners, organizational leaders, core business processes, and technologies. Leads step-by-step, long-term responses, seeking and evaluating input from authoritative sources. Sustains progress in unprecedented strategic directions while maintaining superior ongoing performance.