Writing Assignment One: Job Analysis

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Introduction

The System Administrator position at SAIC is responsible for ensuring that an organization's computer systems are working as intended and meeting the needs of the organization. System Administrators are the backbone of an organization's IT department making it possible for users to access the data and resources needed to keep the organization operational. This position's main role within this organization will be managing and maintaining the IT infrastructure as well as managing development and testing environments. The job advertisement outlines some of the responsibilities for this position as configuring and maintaining the organization's network, performing system monitoring, and analyzing the network as well as system servers. A system administrator position requires some experience, in this case, the organization is looking for 5 years and mid-level expertise. This paper will analyze the requirements the job posted has listed and discuss how the writer's experience and skills are relevant to this position. We will also attempt to uncover the company's culture by determining if it will be a compatible fit for the writer.

Thesis

The job analysis paper will examine the System Administrator at SAIC job posting to determine the required skills and experience and compare it to the writer's own experiences and skills in order to demonstrate the relevance and how the writer is a qualified applicant for this position and if they are a match for the company's culture.

Skills & Qualifications

This job posting clearly states the skills and experiences. Most of the skills listed fall under technical skills with a couple soft skills. This position requires the applicant to have

general knowledge in IT infrastructures as well as managing and maintaining them. Other technical skills needed is knowledge of Linux and Windows environments, Windows Active Directory, and cybersecurity principles and practices with DOD guidelines. The technical skills are listed at the top of the ad and take of most of the posting, indicating that these skills are most important. Other skills such as problem solving and teamwork are listed farther down which indicate that they are still important but for this position, having the technical skills will be a bigger priority.

Experience and qualifications are short and to the point, making it appear that the applicant needs to at least have the following to be considered. Words like 'Must Have' indicate that without these the applicant will not be considered regardless of skills or experiences. Applicants must have at a minimum 5 years of relevant experience or 4 with a bachelor's degree. Professional certifications such as Security+ are desired but not required. Some non-negotiables are clearance requirements. Potential applicants must have an active Top Secret security clearance to be considered.

Expectations

Some implicit expectations for this position would be communication and professionalism. The job advertisement elaborates on the responsibilities of managing the computer servers as well as making adjustments to meet the organization's needs. To effectively complete this task, the applicant would need strong communication skills to understand what the needs of the organization are. Being that this position will be contracted to a DOD agency, professionalism and confidentiality will be required, especially if the applicant needs to have a security clearance.

Relevance

My education and previous job experiences make me a great fit for this position. From the skills, experience, and even required qualifications needed. During my academic career, I have gained skills in many of the technical skills listed such as knowledge in Windows and Linux environments, cybersecurity principles and policies, and network infrastructure. I will be graduating this August so I will also be meeting the bachelor's degree requirement. My time in the military provided me with many soft skills such as communication and leadership skills. The military also sponsored my security clearance which makes me an eligible applicant for this position.

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References

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SAIC. (2024, July 26). *System administrator SAIC Jobs*. https://www.indeed.com/q-System-
    Administrator-SAIC-jobs.html