

Lead IT Analyst
University at Buffalo, The State University of New York

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Posted Nov. 6, 2024, set to expire Aug. 4, 2025

Job Title	Lead IT Analyst
Department	IT Technology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/53972
Apply By Email	
Job Description	

Position Summary

The University at Buffalo School of Management is seeking a skilled and dedicated Lead IT Analyst to join our IT operations team. In this role, you will manage, maintain, and enhance our systems and infrastructure to ensure optimal performance and security. You will support faculty, staff, and students in utilizing technology effectively for teaching, research, and administrative functions.

Key Responsibilities:

- Administer and support server environments, including Windows and Linux systems.
- Build and support workstations including Apple devices and Windows systems.
- Monitor server performance and troubleshooting issues to ensure high availability and

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reliability.

- Implement security measures and perform regular system updates and patches for servers and workstations.
- Manage user accounts, permissions, and access controls in accordance with university policies on network servers.
- Collaborate with IT staff to deploy and maintain computer infrastructure along with related services.
- Develop and maintain documentation for system configurations, procedures, and policies.
- Provide technical support and training for faculty and staff on various systems and applications.
- Assist in disaster recovery planning and execution.
- Support the school's Organizational Unit within UB's Active Directory including the maintenance of GPO's.
- Support and manage the network printing needs of the school. Maintain the operations of the printer server, network queues, and printer setup.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience
- 2-3 years proven experience as a Systems Administrator, or similar role

Preferred Qualifications

- A minimum of 2-3 years of technical working experience and knowledge of Windows Defender to maintain antivirus definitions, firewall, and preventing spyware.
- Knowledge of MAC and Linux operating system a plus.
- Experience with virtualization technologies (e.g., VMware, Hyper-V).
- Familiarity with networking concepts and tools (TCP/IP, DNS, DHCP).
- A working knowledge of software updates including the Microsoft operating and Office patches.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact