

## **Summary of Position**

Banner Quality Management Inc. (BQMI) is seeking a qualified Systems Administration Engineer to join the PACE IV Data Systems Support group for the Testing Division at NASA Glenn Research Center, Cleveland Ohio.

### **Essential Duties & Responsibilities**

- Perform IT System Administration duties (Linux and Windows)
- Develop and Maintain System Backup and Restoration Procedures & Tools
- Install, Trouble-shoot, and resolve issues in software applications
- Document and maintain software patches at approved levels
- Understand, explain and mitigate (if needed) system vulnerabilities and impact of software patches on target systems
- Install, setup, trouble-shoot, and resolve OS issues (Linux, Windows, and any other required OS)
- Evaluate and maintain software licensing and software maintenance contracts
- Develop and maintain return to service plans
- Develop life cycle plans, proactive obsolescence planning, and warranty monitoring for standard IT systems
- Configure systems to meet security specifications
- Responsible for compliance with Company's Safety, Health and Environmental Plan and all safety policies and procedures of the Company, including reporting of safety violations or potential violations to appropriate supervisory or management personnel
- Know and adhere to Company policies, procedures and work rules and demonstrate a strong work ethic
- Responsible for completing all assigned training

### **Essential Skills**

- Proactivity, flexibility and solid verbal and written communication skills
- Strong organizational and time-management skills
- Ability to collaborate with multiple individuals within a team
- Strong skills in standard office software (Word, Excel, Visio, etc.)

### **Preferred Skills**

- Certifications such as RHCA/RHCE, MCSA/MCSE, Network+, etc.

Candidates must have the ability to obtain a security clearance.

### **EDUCATION/EXPERIENCE**

- This position requires a bachelor's degree in an engineering field

**To apply please submit a current resume and cover letter to:**



Michelle Zuckerman  
Human Resources Manager  
21000 Brookpark Road, MS 142-1 Cleveland, Ohio 44135  
[HR@BQMI.com](mailto:HR@BQMI.com)

*BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

***Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.***

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