IXIS

77 College St Ste 2F, Burlington, Vermont, 05401

Screening Test/Interview Questions for Junior System Administrator (Remote) Position

Instructions: Please precede all your answers with the question you are answering.
Use acronyms only after you've explained them.
Use correct spelling and grammar.
Email back your answers using either doc or pdf format

*Candidate's Name***:**

1. Are you currently employed?
2. What past experiences have given you the skills to be a system administrator?
3. What's the most frustrating support issue you've been called to resolve?
4. Why would you not restore a DC that was last backed up eight months ago?
5. What is the difference between LDAP and Active Directory?
6. Can you tell us about a time when you initially failed to solve an issue?
7. What do you know about the PPP protocol?
8. What is garbage collection?
9. Tell us something about frame relay.
10. What will be your daily routine if you are a system administrator?
11. What is the working of traceroute, and what protocol does it use?
12. Can you tell us the main email servers and which are their ports?
13. Can you differentiate between a hub and a switch?
14. What do you know about HTTPS, and what port does it use?
15. What can you tell us about TCP?
16. What can you tell us about port forwarding?
17. Can you differentiate between a PowerShell and a Command prompt?
18. How could your skills and experience add value to our organization?
19. How much will you request per hour if you are hired?

Position Title: Junior System Administrator
Department: IT
Reports to: Sr System Administrator
Location: Remote
Schedule: 40 hours weekly
Pay: $35-45 per hour

Overview
We are looking for a Junior Systems Administrator to join our Ops Team in supporting and maintaining software development operations and our resultant suite of SaaS applications. The ideal candidate will have knowledge and experience with software development infrastructure, web hosting, databases, and cybersecurity principles. Candidate will participate in general management of our internal software, and third-party applications and utilities. Candidate should be able to diagnose and resolve IT issues quickly with the ultimate goal to ensure that our development and customer facing infrastructure runs smoothly and efficiently.

Job Description:

Responsibilities
- Install and configure server operating systems and software
- Set up and manage accounts and permissions
- Support end user workstations
- Monitor performance and uptime, maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through creating, maintaining, and enforcing security policies
- Participate in SOC compliance efforts and security audits
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies and procedures
- Other duties as needed

Required skills:
- Post secondary degree or certification in Information Technology, Computer Science or a related discipline; professional certification (e.g. Microsoft Certified Systems Administrator (MCSA)), or equivalent experience
- 2+ years of proven experience as a Systems Administrator, Network Administrator, or similar role
- Familiarity with Windows and Linux operating systems (workstations and servers)
- Knowledge of data transmission protocols and endpoints (FTP, FTPS, SFTP, TLS)
- Resourcefulness and problem-solving aptitude
- Excellent communication skills

Preferred skills:
- Experience with web hosting platforms and concepts
- Experience with Oracle and SQL Server databases
- Fundamental knowledge of networking principles (LAN, WAN, DNS)
- Knowledge of cybersecurity protocols and principles (e.g. SOC compliance, encryption, intrusion detection systems, data backup, business continuity planning, disaster recovery)
- Ability to create and work with scripts in Bash, PowerShell, or other language
- Knowledge of software development life cycles and infrastructure (Azure DevOps knowledge a plus)