



QualX Corporation
6564 Loisdale Court, Suite 305
Springfield, VA 22150
Phone: 571-255-8900

Job Title:	System Administrator
Client/Contract:	Washington Headquarters Services (WHS), Office of the Secretary of Defense (OSD)
Security Clearance:	Active DoD Top Secret
Location:	QualX HQ - Springfield, VA, Crystal City, VA, and Bethesda, MD
Position type:	Full Time
Report to:	Director of IT & Security
HR Contact:	Kim Alberi

OVERVIEW

QualX Corporation is a Service-Disabled Veteran Owned Small Business (SDVOSB) providing analytic and operational support services within the federal market spaces for information management and mission-oriented programs. We are actively seeking a System Administrator in support of our OSD contract. See below for further details.

QualX Corporation is an equal opportunity employer.

DUTIES AND RESPONSIBILITIES

- Perform system administration functions, including creating user profiles and accounts, setting up administrator accounts, tuning system performance, installing system wide software and allocating mass storage space
- Perform desktop software and hardware installation
- Provide advice and training to end-users
- Maintain current knowledge of relevant technologies as assigned
- Conduct STIG reviews utilizing SCC tool and manual checks to ensure DoD security is being met
- Work with security team to address vulnerabilities
- Conduct patch management and tracking
- Possess knowledge of Windows Server 2012 and higher/ Windows 10 Operating System security requirements
- May serve as a technical team or task leader in special projects as required
- Interact with users and evaluate vendor products
- Make recommendations to purchase hardware and software; coordinate installation
- Conduct backups and provide recovery
- Assist in all phases of the security authorization process for assigned information systems
- Perform antivirus updates and weekly virus scans
- Advise the ISSO/ISSM on information systems security
- Perform self-inspections, provide security coordination, and review all system test plans
- Assess the impacts on system modifications and technological advances
- Review systems to identify potential security weaknesses, recommend improvements to amend vulnerabilities, implement changes, and document upgrades

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in related field
- Active DoD Top Secret Clearance
- Current Security + Certification or obtain within 90 days of hire



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- A minimum of five (5) years related experience
- Experience administering Active Directory Domain as well as setting up and imaging desktops
- Excellent written and verbal communication skills with focus on the client
- Team player, must be able to work professionally and collaboratively with the government customer and other contract members of the project team
- Ability and willingness to multi-task and work in an often fast-paced environment with deadlines
- Manages time effectively with minimal supervision