



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 (no travel required)
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, assigning privileges, and maintain system security for multiple networks
- Maintain MS Cloud 365 email and SharePoint
- Troubleshoot Active Directory, Windows, MS Office Suite, Adobe, and other software issues
- Troubleshoot Server, Switch, Printer, Scanner, and other hardware issues
- Perform desktop software and hardware installation
- Configure and maintain switch configurations (Cisco, HP)
- Configure and implement systems to meet the standards of DCSA using STIGs and Group Policies
- Provide support using the Risk Management Framework (RMF) lifecycle to assess current security controls and validate their effectiveness
- Develop and monitor policies and standards related to the use of computing resources
- Provide system and software training to end-users
- Conduct STIG reviews utilizing SCC tool and manual checks to ensure DoD Security is being met
- Create and track POA&Ms, exceptions, and mitigations
- Work with security team to address vulnerabilities
- Conduct Patch Management and tracking
- Possess advanced knowledge of MS Windows Server / Windows Operating System security requirements
- May serve as a technical team or task leader in special projects as required
- Interact with users to evaluate technical needs and research / evaluate vendor products in support of technical needs
- Make recommendations to purchase hardware and software
- Ensure backup and recovery needs are met using COTS backup software, using various media
- Assist in all phases of the security authorization process for assigned information systems
- Conduct auditing of event logs / patch updates
- Perform Antivirus updates and weekly virus scans
- Advise the ISSM on information systems security
- Perform self-inspections, provide security coordination, and review all system test plans



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- Update the appropriate security documentation accordingly
- Assess the impacts on system modifications
- Review systems to identify potential security weaknesses, recommend improvements to mitigate vulnerabilities, implement changes, and document upgrades

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's Degree in related field or equivalent years of experience
- Active DoD Top Secret Clearance
- Experience administering Active Directory Domain
- Knowledge of Windows Server 2012 and higher/Windows 10+ Operating system
- Experience in Microsoft virtual environments
- Experience with Azure
- Experienced deploying security patches to desktops and servers
- Familiar with NISPOM/DAAPM, NIST Security controls, RMF, and eMASS
- 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 a fast-paced environment with deadlines
- Manages time effectively with minimal supervision