ROCKBRIDGE

**Rockbridge
Technology Team**

Position:
   Systems Administrator

Position Overview:

The Systems Administrator at Rockbridge will be accountable for the availability and security of Rockbridge's enterprise systems and data. The individual in this role will also serve as the technical expert for infrastructure-related matters and will be relied on to provide recommendations and guidance to others within Rockbridge on how to maintain and evolve the technical infrastructure to support Rockbridge's future application and business needs.

Key Responsibilities:
   • Installing and configuring hardware and software.
   • Efficient incident troubleshooting and resolution.
   • Routinely keep firmware, operating system and applications patch levels up to date.
   • Routine monitoring of system logs to identify potential performance, stability or security issues.
   • Ensure mission critical data and documents are effectively backed up.
   • User account and permission maintenance.
   • Maintain up to date support documentation of enterprise infrastructure and applications.
   • Conduct regular security vulnerability assessments.
   • Implementation, maintenance and periodic testing of Rockbridge's disaster recovery plan.
   • Regularly evaluate and maintain performance of network, servers and enterprise applications.
   • Planning, procurement and implementation of infrastructure enhancements to support Rockbridge's evolving business needs.
   • Relationship management and coordination with third-party vendors.
   • Desktop / Laptop support.
   • Direct end-user support.

Results:
   • Develop a "Run Book" for each of Rockbridge's mission critical enterprise applications.
   • Design and implement Rockbridge's disaster recovery plan.
   • System passwords stored in a secure, centralized location.
   • Implement proactive infrastructure monitoring and notification.

Job Requirements:
   • Graduate from accredited college
   • Familiarity with most common application languages/systems
   • Experience in financial or real estate enterprises considered a plus

Company Overview:

   Rockbridge is an integrated hotel investment firm that has executed on over 300 hotel investments in the U.S. over the past two decades. Since 1992, Rockbridge's team has invested nearly $3 billion in the hospitality industry as part of approximately $5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed nine hospitality-focused investment funds across multiple platforms with predominantly institutional investors.

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