Position Title:	System Administrator	**Date:**	August 2019
Department:	BOX Regulation	**Status:**	Full Time, Exempt
Reports to:	VP, IT & Information Security		

Position Summary:

The System Administrator is a key position within BOX Exchange LLC ("BOX"), reporting to the Vice President of IT & Information Security. The System Administrator shares responsibility for IT strategy; project planning and execution; infrastructure and operations; process development, compliance, key performance indicator measurement; internal and external audit, and business continuity; and represents BOX with outside IT partners.

Position Duties:
- Engage in the daily technical operational activities of BOX.
- Responsible for infrastructure events, will assist with coordinating with Vendors to continue to work towards resolution as quickly and efficiently as possible.
- Assist with developing hardening guides for Firewalls/Switches/VMWare and Windows servers.
- Responsible for new laptop roll outs, building and maintaining a secure image.
- Work as a key team member with IT and Risk leadership to create and execute a strategic roadmap and project portfolio for BOX.
- Work with IT and Risk team to identify, specify, and document the requirements of new projects, products, features, and functionality.
- Assist with collecting evidence to ensure all IT related policies and procedures are being followed.
- Facilitate the management of complex multi-dimensional technology projects through the full development life cycle from proposal to launch.
- Plan, coordinate and report project status during all project lifecycle phases, particularly in development and testing.
- Provide frequent updates and dashboard reports to sr. management regarding IT projects, external vendors, and audit/regulatory compliance activities.
- Develop BOX IT processes and procedures and monitor the compliance of these procedures.
- Familiar with Google, Microsoft and Amazon S3 cloud platforms and collect evidence that cloud procedures are being followed.
- Act as a team member of internal and external audit activities for the BOX IT group.
- Manage key external relationships with outside vendors and partners including MSP, Phone Systems, Security System, SEC, OCC, OPRA, and FS-ISAC.
- Other special projects as assigned.

Education:
BS in computer information systems, engineering or related field.

Experience:
Two to three years' experience in project management.

101 Arch Street, Suite 610, Boston, MA 02110   **www.boxoptions.com**   135 S. LaSalle Street, Suite 4250, Chicago, IL 60603

Tel.: 617-235-2291 ■ Fax: 617-235-2253   Tel.: 312-251-7000 ■ Fax: 312-251-7001

Job Knowledge and Skills:

- Demonstrated and effective project management skills.
- Strong analytical and problem solving skills (i.e. critical and evaluative thinking).
- Experienced with writing policies and procedures a plus.
- Financial markets and Exchange experience considered a plus.
- Demonstrated focus on teamwork and experience in a matrixed environment.

Communication Skills:

- Excellent oral and written communication skills.
- Technical writing experience a plus.

101 Arch Street, Suite 610, Boston, MA 02110   **www.boxoptions.com**   135 S. LaSalle Street, Suite 4250, Chicago, IL 60603

Tel.: 617-235-2291 ■ Fax: 617-235-2253   Tel.: 312-251-7000 ■ Fax: 312-251-7001