Network Administrator

Job Code 50010544

General Description
Responsible for day to day management of LAN and Wan network environments, connectivity to campus computing systems and security of local and wide area network in a multi-campus environment.

Examples of Duties
Implementation, maintenance and ongoing support for campus-wide IP Ethernet network. Perform regular administration tasks in support of campus network infrastructure in a 24/7 operations environment. Consult with hardware and software vendors to solve campus network related issues. Interface with end-users concerning network related issues. Evaluate, recommend and support campus network policy and procedures. Allocate and assign campus wide network IP address space. Backup and recovery of campus network infrastructure configuration data. Configuration of campus network switches, routers and related equipment.

Knowledge, Skills, and Abilities
Knowledge of: Electronics; interpreting schematics and diagrams; test equipment to apply diagnostics.

Skill in: Establishing rapport with clients; determining best technical solutions for issues

Ability to: Repair networks and related systems; interpret technical literature; generate memos; complete jobs in a timely manner; determine clients needs and wants; identify problems.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements