



Network and Systems Administrator Job Description

Job Title: Network and Systems Administrator
Job Class: Administrative - Professional
Department: Administration
Reports To: Director of Workforce Development
FLSA Status: Exempt
Compease: 13
Approved By: President
Approved Date: 2/17/21

I. Position Purpose

The Network and Systems Administrator will work with the IT team to oversee operations of administrative and academic computer services, network services, intranet and Internet web services, and telecommunications for the College. The Network and Systems Administrator will manage server, systems, and network administration. Specific areas of responsibility include: computer hardware, software, administrative office servers, computer labs, library, classrooms, web and telecommunications hardware and software. This position will have a teaching load of up to one (1) course per semester.

II. Duties and Responsibilities

SYSTEMS ADMINISTRATION: The Network and Systems Administrator will manage the configuration and updates to networking devices and systems and will install and maintain networks; access points, switches, and hubs; data center hardware and servers. The Network and Systems Administrator will manage VLAN administration and support, Ubiquiti access points, Sophos XG firewall, VPN, and Scale Supercluster hypervisor (or general hypervisor) infrastructure experience, and troubleshoot network issues. The Administrator will maintain documentation of devices and procedures.

TECHNOLOGY MANAGEMENT: The Network and Systems Administrator will work with the IT team, faculty, and administration to achieve the College's vision and goals. The Administrator will assist with research and planning of the College's data center environment including maintenance agreement and lifecycle; the installation, configuration, and management of servers; security; server backups and disaster recovery; server hardware lifecycle; troubleshooting and resolving problems related to the data center environment and services.

IMPLEMENT ASSESSMENT STRATEGIES TO SUPPORT CONTINUOUS IMPROVEMENT: The Network and Systems Administrator will utilize knowledge and research of changing and emerging trends in technology to create a future-focused technology vision to develop and implement information technology initiatives. The Administrator will monitor network performance, test for weaknesses and make continuous improvements. The Administrator will collaborate with business, industry, and professionals to understand changes in the field and to explore future trends.

PROVIDE CURRICULUM AND INSTRUCTION: The Network and Systems Administrator will support academics through curriculum development and instruction. The Administrator will be delivering



courses using a variety of delivery modalities on and off-campus. The Administrator will assess, revise, and develop courses to maintain a current relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; and utilize new technology and the WSCC learning management system. The Administrator will evaluate student learning, maintain accurate records of evaluation and course work, and seek feedback on course delivery and student learning.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Network and Systems Administrator will demonstrate professionalism, provide quality customer service, and maintain a positive culture in accordance with the College's values. This includes maintaining positive working relationships, confidentiality, positive communication, accurate records, and an organized and safe working environment. Additionally, it includes exhibiting flexibility, a willingness to learn, ability to change, and maintenance of current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's degree in Computer Science or related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- 3-5 years of demonstrated technology experience in planning, managing, and operating systems and networks.
- Required knowledge of and experience with emerging technologies including systems management for Windows, and Linux. networking and firewall administration. Familiarity with Scale Computing virtualization platforms, Sophos XG firewalls and VPN, VLAN administration/support, ubiquiti access points, scale supercluster hypervisor infrastructure experience and Ellucian Colleague student information system preferred.
- Knowledge of VOIP, phone, and security systems preferred.
- Experience with technologies used in higher education is preferred.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).