

## POSITION DESCRIPTION

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**TITLE: Network Administrator – (Contingent, Part-time, Evening and Weekend)**

**Collective Bargaining - Ineligible - Contingent**  
**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

This position reports to the Director of Network Support Services in the Office of Information Technology (OIT) and assists in providing continuity of services for the campus. Provides support by installing and maintaining campus network and systems equipment as well as being a point of escalation for users and departments on campus. Provides support to college departments on network and system issues. Works in conjunction with the Network Support Services team to maintain, upgrade, and repair campus systems. **This is an evening and weekend position, Wednesday through Sunday, 4 pm to 10 pm.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists in managing basic network services, including DNS, DHCP, and related services.
- Assists in basic windows administration and maintenance for multiple window server versions.
- Participates in WAN/LAN installation, configuration and maintenance.
- Assures network connectivity between desktop and server-based systems, printers, and applications.
- Provides technical support to other groups within the Office of Information Technology.
- May be cross-trained in other areas (GPO, scripting, virtualization, backups, etc.)
- Provides Tier II support to end-users.
- Participates in troubleshooting and resolving network problems, including network printers.
- Serves as a backup in a team environment.
- Must be sufficiently adaptable to perform urgent work assignments outside the normal daily routine.
- Performs troubleshooting for campus network and systems.

## **Position Description**

### **Network Administrator (part-time, evening and weekend)**

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#### **MINIMUM QUALIFICATIONS:**

- Education: High school diploma or equivalent; associate's or bachelor's degree in computer science or related field preferred.
- Experience: Working knowledge and experience with networking equipment.
- Working knowledge of WiFi communication with troubleshooting experience.
- Must be able to obtain diagnostic information from user devices such as Windows laptops, Mac Laptops, iOS devices, Android devices, gaming devices.
- Must be able to communicate effectively and professionally with campus users and outside vendors.
- Must be able to budget time, prioritize activities, and meet defined deadlines on a consistent basis.
- Must have initiative and be self-motivated.
- Must be able to work effectively in a busy environment with a diverse base of students, faculty, and staff.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.