



Position Title Network and Systems Administrator	Department LITS	Date September 2022
Reports to Associate Director of Technology Infrastructure, Network Services	Location Burke Library	FLSA Classification Exempt (Salaried)

Team Function:

The Network & Systems Administrator works as a member of the Network Services team to ensure a stable, scalable and secure infrastructure for campus, which encompass:

- Campus Network: internet service, edge routing and security, core backbone & distribution, access layer switching, indoor/outdoor Wi-Fi service, underground distribution and structured cabling.
- Data Center: virtual infrastructure for compute, storage & networking including associated management tools; applications, systems appliances and cloud services for backup, replication, orchestration and disaster recovery.
- Servers: modern versions of both Microsoft Windows Server and Enterprise Linux, running in virtual, physical and appliance formats, including key technologies of each.
- Enterprise collaboration & productivity applications for email, calendaring, chat, storage and document collaboration.
- Communications: phone service, phone system, voicemail and associated support infrastructure.
- Authentication Services: enterprise directories for authentication, authorization, auditing, single sign-on, and multi-factor authentication.
- Cloud Services: compute, storage, enterprise services and remote connectivity to offsite providers.
- High-Performance Computing: specialized hardware, software and workflows for support of academic research computing needs.
- Core network services: DNS, DHCP, IPAM, centralized logging, management systems and monitoring & alerting systems.
- End-User Services: file servers, application virtualization & delivery.

Job Duties:

- Monitor and support all aspects of infrastructure operations.
- Troubleshoot, resolve and document issues and faults with infrastructure systems and services supported by the team.
- Install, manage, and upgrade server hardware and operating systems, software updates/upgrades and applications in a virtual and physical server environment.
- Install, configure and manage various types of network equipment, including routers, firewalls, switches, wireless controllers and access points.
- Administer applications and systems in support of core infrastructure
- Develop and update internal and external documentation for the support and use of systems and services.
- Share scheduled on-call responsibilities with other members of the team, including routine service requests, incidents and emergency (after-hours) response to critical issues impacting availability and security of key infrastructure.



- Research, identify, evaluate and recommend new products and services to enhance, improve or optimize infrastructure operations.
- Work with other members of the team and outside vendors/contractors to help plan, design and implement complex systems and solutions in support of the services we provide to campus.
- Work closely with members of the team and our Director of Information Security and Privacy to ensure the integrity and security of all infrastructure and services.
- Work collaboratively with members of other LITS teams and partners in other divisions across campus.
- Actively seek opportunities to remain up-to-date with trends and developments in infrastructure technologies.
- Provide outstanding customer service in support of network and data center infrastructure to members of LITS, faculty, staff and students.
- Support LITS in creating an accessible, supportive environment and an educational experience that recognizes diversity and cultural competence as integral components of academic excellence.
- Assumes other duties as required or assigned.

Minimum Qualifications:

A Bachelor's degree in computer science, telecommunications, engineering, or information technology. In the absence of a Bachelor's degree, a minimum of two years' experience in a similar environment is required. Experience and ability to positively and inclusively interact with diverse student populations and campus groups.

Previous experience in a complex networking/systems environment is preferred.

Physical Dimentions:

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting (waist)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Use				
Is repetitive use of hand required?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>



Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasping (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power grasping (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (right hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine manipulation (left hand)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (right hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling (left hand)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (above shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (below shoulder level)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 26-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting over 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Department Manager/Supervisor: _____

Date: _____

Department Director/VP: _____

Date: _____

Human Resources: _____

Date: _____

Union Representative (If Applicable): _____

Date: _____