

Job Description Form

Job Code:

Job Title: Network Administrator

Office: S-200

Supervisor: Technology Infrastructure and Support (TIS) Manager

Vision and Mission

The Technology Infrastructure and Support (TIS) Department empowers students, faculty and staff by providing secure, reliable and innovative Information Technology services and infrastructure. The TIS Department's technical expertise contributes to enhancing the teaching and learning process, research endeavors, and administrative operations; and it ensures that members of the Bethlehem University Community are connected to the needed sources of information to achieve high quality performance.

Job Summary

Administration of the University networks; security, enhancement and documentation of internal networks; maintaining a reliable, secure and effective operational campus network as well as the WiFi network, maintaining up to date security procedures. Deploy, configure, maintain and monitor all active network equipment as well as the network activity.

Duties & Responsibilities

Main routine duties:

Network Administration

1. Implements, deploys and administers the Local Area Network (LAN), and wireless infrastructure and supporting systems at Bethlehem University
2. Maintains network security performance by performing network monitoring, analysis, and tuning; troubleshooting network problems.
3. Infrastructure documentation, including but not limited to servers, systems, networks, hardware, and software.
4. Collects Windows and Linux servers' logs and reports to the "TIS" manager.

Software and Hardware

1. Evaluates, installs and maintains network hardware and software and infrastructure equipment.
2. Applies operating system updates, patches, and configuration changes to Windows servers and network devices.
3. Performs regular inventories of existing IT equipment and reports any discrepancies to TIS Manger.
4. Assists other team members during periods of high volume requests.

Accounts and Permissions

1. Maintains the Domain Controllers, Active Directory, Group Policy, etc ..
2. Responsible for creating and maintaining user accounts, and file permissions.

Security

1. Regularly checks and tests the network's performance such as availability, usage and weakness.
2. Deploys and administers the Antivirus system, updates virus protection for both server/client sides.
3. Oversees overall network security. Ensures protection from viruses or other security threats.
4. Maintains system backups, disaster recovery plans, and files system integrity.
5. Maintains network security, firewalls, privileges, access control , etc..
6. Configures, maintains and troubleshoots IP PBX and VOIP, Access Control, and CCTV systems.
7. Assigned other duties as required to meet the needs and foster the mission of the University by the immediate supervisor.

Responsibilities

(Such as membership on committees or councils)

1. Keeps the other staff informed about any incident, issue or update on the mentioned system
2. Provides monthly report to supervisor

Supervisory Role

Non

Working Conditions:

- 1- Monday through Friday from 8:00 am to 4:00 pm according to stated Job Status (evening and weekend flexibility required).
- 2- Any other tasks as requested by the immediate supervisor
- 3- Ability to respond to urgent needs to report to work in case of Internet or network failure.

Qualifications

Job Factors

- At least, 4 years of experience in the field of Network administration position in an enterprise environment.
- Bachelor degree in Computer Science, Network Security, IT or any related field

Performance Standards:

- Strong understanding of computer network infrastructure.
- Knowledge of application, transport and network infrastructure protocols.
- Good understanding of Windows Servers Networking
- Familiarity with Cisco, Aruba, and Unifi network devices, configuration, installation and troubleshooting.
- Good communication skills.
- Good command of English language spoken and written.
- Critical thinking, problem solving skills, and self-learner
- Team work, and well time management are highly recommended.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Teamwork – ability to encourage people to collaborate, share ideas, etc.

The following are advantageous

- CCNA, Network+, Security+, MCSE certifications.
- Powershell and bash scripting
- Knowledge and experience in cloud and hybrid networking
- Ability to train users on various technologies.
- Linux knowledge.

Special Employment Terms & Conditions:

Signature of Supervisor _____ **Date** _____

Signature of Employee _____ **Date** _____

Approval of the VP for HR _____ **Date** _____

This job description may be reviewed annually or as the need arises.