# Job Description

**Job Code:**      HR3.3.1
**Job Title:**      Network Administrator

**Job Status:**    Full time

**Office:**          Technology Infrastructure and Support Unit

**Department/Faculty:** Information Technology Services Office (ITS)

**Supervisor:**    Manager of the Technology Infrastructure and Support Unit

## Vision and Mission

The vision of the ITS Office is to be recognized as a leader in bringing Inspiration and Innovation to Bethlehem University Community.

Our mission is to deliver secure, reliable, integrated, innovative and proactive IT services and solutions to meet our University community needs.

## Job Summary

The main job of the Network Administrator is to maintain secure, reliable, flexible, and fully functional local networks at Bethlehem University. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links through utilizing latest technologies and security measures.

## Duties & Responsibilities

### Main routine duties:

1. Design, implement, administer, document, and maintain the Local Area Network at the University

2. Design, configure, deploy, administer, document, and secure the campus WiFi network.

3. Maintain network reliability and functionality by performing network monitoring, analysis, and performance tuning.

4. Evaluate and install networking hardware, software and infrastructure equipment such as switches, RJ45 sockets, networking cables, and other related equipment.

5. Maintain network connectivity between BU main campus and other University campuses.

6. Configure and administer different firewalls and security systems.

7. Deploy, configure and administer the University domain controllers, antivirus, and authentication systems.

8. Maintains system backups, disaster recovery, and files system integrity.

9. Configure, administer, and maintain the CCTV and IP telephony systems.

10. Responsible for creating and maintaining user accounts, and file permissions.

11. Apply operating system updates, patches to Windows servers and network devices.

12. Collect and analyze network and server logs.

**Other duties:**
1. Assist other team members during periods of high volume requests.

2. Provides second level technical support to users concerning network system operations.

3. Infrastructure documentation; including but not limited to servers, systems, networks, hardware, and software.

4. Performs regular inventory of existing IT equipment.

5. Perform other duties as required by the immediate supervisor.

# Supervisory Role:

# 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. Other times as requested by the immediate supervisor.

3. Able to work from home if needed.

# Qualifications

**Job Factors:**
1. Bachelor degree in Computer Science, Engineering, or other related field.

2. 3+ years experience in network administration position in an enterprise environment.

3. Strong understanding and experience in computer network infrastructure and protocols.

4. Good understanding of Windows Servers networking.

5. Familiarity with UTM, Cisco, Aruba, and Unifi network device configuration, installation and troubleshooting.

6. Knowledge and experience in cloud and hybrid networking is a plus

7. Linux knowledge is a plus.

**Performance Standards:**

1. Good communication skills.

2. Ability to train users on various technologies.

3. Communicate effectively in verbal and written forms.

4. Ability to meet tight deadlines and work under pressure.

5. Ability to learn new technologies independently.

6. Good command of spoken and written English language.

7. Creative thinking with good problem solving skills and attitude.

8. Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.

9. Demonstration of professional standards in appearance and actions.

10. Good interpersonal Skills, dependable, and a good team player.