

**Title:** Wireless & System Administrator

**Department:** Information Technology

**Division:** Planning & Information Management

**Job Open Date:** 11-03-11

**Job End Date:** Until position is filled

**Salary Range:** \$32000 - \$36,000

**Hours:** 40

**Position Type:** Full Time (Grant Funded)

**Position Schedule:** 8 a.m. - 5 p.m. (Some extended hours may be required)

**Months:** 12

**Duties and Responsibilities:**

- Works with college IT staff to plan, implement and manage a quality, campus-wide wireless network.
- Deploys Cisco wireless utilizing Fast Secure Roaming and appropriate encryption and/or tunneling (802.1x Authentication, AES, PEAP, WPA, RADIUS).
- Pro-actively monitor and assess the health/utilization of all Aironet access points (APs) across campus and at four off-campus locations (where applicable).
- Serves as alternate Director of Network Services for campus backbone and core assets (routers, switches, servers) handling routine maintenance and updates when needed.
- Takes necessary action to insure the security and control of all wireless and network infrastructure.
- Provides wireless and other technical orientation and support to NNSA Help Desk personnel, IT colleagues and all end users (faculty, staff, and students).
- Renders support to Campus Security to enhance data integrity and college safety by maintaining Pelco security system components, including hardware, cabling, closet power supplies and system software updates/upgrades.
- Works to certify and update technical skills to remain current with industry standards. Cross trains with select members of IT; conducts training and orientation for employees; serves as an alternate for the Director of Network Services.
- Observes and enforces college/division/department *policies*, “Best Practice” industry-standard methods and defined procedures except where the supervisory chain establishes a need for adjustment.
- Promotes and preserves a positive, team-oriented work environment with an emphasis on timely and appropriate communication, work ethic and mutual respect.
- Other duties as assigned by the immediate supervision

**PHYSICAL DEMANDS**

A qualified candidate must: occasionally lift and carry (up to) 50 pound items up flights of stairs; scale heights on ladders, working overhead for extended periods on wiring installations; operate college vehicles and light construction tools and equipment.

**MINIMUM QUALIFICATIONS, EDUCATION**

Successful experience managing large Microsoft AD and Cisco wireless network environments required; some experience with supervisory and administrative functions preferred; minimum two years technical training/certification and/or equivalent experience required; solid knowledge of technology in higher education a plus; excellent communication skills.