

May 23, 2012

Network Administrator

STARTING DATE: On or before July 1, 2012

SALARY: \$35,000 - \$37,000

DUTIES AND RESPONSIBILITIES:

Network Administration/Server Support

Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects; plans, designs and implements data connectivity for local area network (LAN); assists in coordinating special projects including network related wiring plans, LAN hardware/software purchases, and system installation, backup, maintenance and problem solving; assists in providing network and remote connectivity hardware/software support; maintains LAN user documentation including hardware/software applications, support logs and other related information; researches and recommends network and server hardware and software; assists in installing, designing, configuring, and maintaining system hardware and software; monitors usage to ensure security of data and access privileges; establishes and maintains user accounts, profiles, file sharing, access privileges and security; performs daily server backups; researches and evaluates new technologies related to computer networking; keeps current regarding new hardware/software products for system enhancements; inventories technology assets; assists and provides support to the Office of Information Services and Technology, and other technology staff as requested.

Telecommunications Support

Plans, recommends and assists in the design of telecommunications systems; researches and recommends telecommunications equipment; coordinates the ordering and installation of telecommunications and data systems equipment and cabling; researches, analyzes, troubleshoots and resolves telecommunications related problems; develops and implements telecommunications operational procedures; creates and/or modifies voicemail and call features; installs telecommunications equipment and provides support for handsets, voicemail and new/emerging telecommunications-related technology; inventories telecommunications equipment.

MINIMUM QUALIFICATIONS:

Any combination of education and training equivalent to possession of a bachelor's degree in computer science, information engineering or other related areas; such education should be at a level which demonstrates the ability to perform duties comparable to those listed herein. All required skills must be demonstrated on a pre-employment job skills test. The successful candidate must demonstrate knowledge of computer network infrastructure (hierarchy, security protocols, permissions, etc.) and of networking industry standards (domain management, AD, DNS servers, etc.) and how they integrate with current Windows Server technologies. Other essential qualifications for this position include technical writing skills, and effective written and oral communication skills. Successful candidate must demonstrate a high degree of individual initiative and observe high standards of personal and professional integrity.

TO APPLY: Submit completed USAO application form (available at www.usao.edu), letter of interest, resume, college transcripts (if applicable) and three letters of recommendation to the Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin Friday, June 15.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.