

Network Systems Administrator

North Central State College is accepting applications for a full-time Network Systems Administrator in the Information Technology Department.

Essential duties/responsibilities include but are not limited to the following:

Network Management

- Fully support and maintain a windows server environment. (Windows Server 2008r2, Windows Server 2012r2, Windows Server 2016, Active Directory)
- Install and integrate new server hardware and applications for physical and virtual environments
- Design, install and maintain LANs and WANs
- Manage firewalls, wireless network, and other network software applications
- Support, setup, and configure network hardware infrastructure (routers, switches, and wireless controller)
- Specify network system requirements and design solutions
- Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses
- Ensure network security and internet connectivity (vulnerability scans, patch management) to protect against cyber attacks
- Manage all network traffic coming into and going out of College network
- Other duties as assigned

File Server Administration

- Collaborate with IT consultants on server system administration
- Create and maintain user accounts and file structures
- Administer file storage and backup
- Perform patch management, upgrades, and migrations of servers
- Administer user authentication and file/folder security
- Support and administer third-party applications
- Other duties as assigned

E-mail Administration

- Set up user accounts, permissions and passwords
- Administer appropriate security for system
- Perform patch management and upgrade of system
- Other duties as assigned

Phone System Administrator

- Administer VOIP phone network for College cloud-based phone system
- Administer network switch port connections for phones
- Other duties as assigned

Organizational Duties

- Resolve problems reported by end user
- Research new technologies and problem resolutions
- Coordinate with ISP for all WAN operations
- Create and maintain all network and infrastructure related documentation and diagrams
- Assist with the creation of network policies and procedures
- Regularly communicate and collaborate with IT staff, hosted service providers, and consultants
- Supervise network work-study
- Other duties as assigned

Qualifications:

- **Education:** Associate's degree in network administration or closely related field; Bachelor's in Network Administration and Information Technology preferred
- **Experience:** Minimum of two (2) years of network management experience; proven experience in a network or server administration role; hands on experience in networking, routing and switching; experience with firewalls, VPNs, network troubleshooting, network intrusion devices, and network problem resolution is desired
- **Certifications:** Cisco CCNA certification required; CCNP preferred

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 4/5/21 and until filled.