

# Network Systems Administrator

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

## Network Management

- Design, install and maintain LANs and WANs at multiple College locations
- Manage firewalls, wireless network, and other network software applications
- Support, setup, and configure network hardware infrastructure (routers, switches, and wireless controllers)
- Specify network system requirements and design solutions
- Monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses
- Monitor and improve network security (vulnerability scans, patch management)
- Manage all network traffic coming into and going out of College network
- Collaborate with IT consultants on network administration
- Other duties as assigned

## Server Administration

- Fully support and maintain a Windows server environment at multiple College locations
- Manage/maintain Active Directory Environment (AD, Group Policy, DNS, Replication)
- Manage College server physical and virtual environments (Hyper-V required)
- Collaborate with IT consultants on server administration
- Create and maintain security groups and file structures for user/shared drives
- Administer file storage and Veeam backups
- Perform patch management, upgrades, and migrations of servers
- Support and administer third-party applications as needed
- Ensure industry standard cybersecurity practices are used in all aspects of environment
- Other duties as assigned

## Office 365 Administration

- Administer Exchange Online, Azure, Intune, OneDrive, SharePoint, and others
- Administer appropriate security for environment
- Keep up-to-date on Microsoft 365 technologies
- Other duties as assigned

## Phone System Administrator

- Administer VOIP phone network for College cloud-based phone system
- 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
- Assist with cross-training and professional development of other IT staff members
- Coordinate relevant work-study duties
- Other duties as assigned

## **Qualifications**

**Education:** Associate's degree in Network Administration or closely related field; Bachelor's in Networking, Cybersecurity, or 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, SSL certifications, VOIP, Azure preferred

**Certifications:** Aruba / Microsoft / Security certification preferred.

Review of Resumes to begin 9/5/23  
and until filled  
(Posted 8/21/23)

**North Central State College is a great place to work. We offer:**

- Working hours to enhance your life:  
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.  
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



## North Central State College

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

**[www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)**

or send to:

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