

**Sul Ross State University**  
**Position Description**

**Official Title:** Network-Systems Administrator   **Salary Group:** Unclassified (3)   **Job Code:** 3803

**Summary**

The Network-Systems Administrator is responsible for keeping the University's wired and wireless networks, firewalls, file, print, and other servers continuously operational and available for use. The Network-Systems Administrator participates in maintaining all networking functions for the University. Monitoring, diagnosis, upgrades and installation/maintenance of networking equipment.

**Duties**

Administer, and support the University's IT applications and services such as, but not limited to, DNS/DHCP Services, email, Identity Management, Virtual Private Networks (VPN), backup, Cloud Based systems and services and other associated applications and services. Assist in administering and managing the Microsoft Active Directory environment. Assist in daily backup operations, ensuring all required file systems and system data are successfully backed up. Support network users and work with them to solve existing problems. Create, log, update, and close trouble tickets within universities selected ticketing system including recording problems and change management. Develops clear and technically sound documentation regarding technology and general processes.

Is expected to follow and abide by the University's security policies and procedures. May be required to work periodically outside of University business hours. Additional responsibilities as directed by the supervisor consistent with rank and position.

**Supervision**

Received: General supervision by the Director of Infrastructure Services.

Given: Student assistants and graduate assistants (as available and appropriate)

**Education**

Required: Associate's degree or an equivalent combination of work experience and education

Preferred: Bachelor's Degree with three (3) years of related work experience.

**Experience**

Required: Demonstrated experience in the use, support, administration and troubleshooting of server operating systems, networking equipment, Active Directory and VMWare. A working knowledge of networking protocols.

Preferred: Three years' experience in the use, support, administration and troubleshooting of server operating systems, networking equipment operating systems, Active Directory and VMWare with a more-complete knowledge base of networking protocols.

**Equipment/Skills**

Required: Juniper and Cisco IOS, Microsoft Server, VMWare, Red Hat or Cent-OS Linux operating systems.

Preferred: A+ Certification, Blackboard, CCNA, JUNOS certification, MCSA, VMWare experience, Red Hat RHCE and/or similar Linux certification.

**Working Conditions**

Usual: Office conditions, exempt from overtime provisions. Position is Security Sensitive.