

# Warren Wilson College

## Position Description

**POSITION TITLE:** Network Systems Administrator

**DEPARTMENT:** Computing Services

**REPORTS TO:** Computing Services Manager

### **POSTION SUMMARY:**

The Network Systems Administrator is responsible for the administration of the campus computer network including web, email, and Internet access and the purchase and planning of evolving technologies including the training and supervision of a student work crew who assists in these tasks.

### **SPECIFIC RESPONSIBILITIES:**

1. Supervises and trains a student work crew in network administration.
2. Maintains and plans for further development of the campus-wide network, both network hardware and cable infrastructure. Recommends plans for development and use of the network.
3. Oversees and enforces network security policies and procedures.
4. Recommends upgrades and new server purchases to the Computing Services Manager.
5. Maintains Internet service for the campus.
6. Maintains and upgrades the Linux based Internet servers.
7. Recommends personnel actions for student work crew, including but not limited to hiring, transfer, and performance evaluation.
8. Participates in committees and college functions as appropriate.
9. Performs other duties as requested.

### **WORKING CONDITIONS:**

1. Shared office environment.
2. Able to access office and academic buildings, that may not have elevators and are located on uneven terrain; and lift up to 50 pounds.

### **QUALIFICATIONS:**

1. Solid understanding of Linux based systems.
2. Minimum of two years relevant experience.
3. Bachelor degree in computer science or a related field highly desirable.
4. Significant experience with web site administration and Apache based web servers.
5. Strong interpersonal and communication skills; capable of writing purchase justifications, training users in complex topics, making presentations to an internal audience, and interacting positively with upper management and computing services clientele.
6. Must possess a solid understanding of a Linux-based operating system, configuration of mail systems, DNS, DHCP, and SMB based networks, system installation and configuration, printing systems, write scripts in some administrative language (Tk, Perl, PHP, shell), fundamentals of security, and installing third-party software.

7. Must possess a familiarity with fundamental networking concepts and an understanding of basic principles of network administration with a concomitant knowledge of current trends and practices affecting networking, particularly in the academic environment. In particular, should have experience with Linux in an enterprise setting, TCP/IP protocol, Domain Controllers, packet structures, client/server models, and networking topologies.
8. Knowledge of hubs (hub placement), bridges, routers, switches, media converters, gateways, terminal servers, wireless LAN, wireless bridges; installation and termination of twisted pair, fiber optic cabling; specifications for desktops, servers, workstations, etc.
9. Familiarity with and currency in emerging technologies.
10. Prior supervisory experience desirable.
11. Significant programming background in an applicable language.