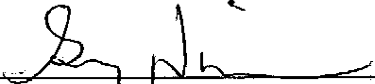


OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Network Technician**

Department: **Information Systems and Services**



Prepared by: G Nickerson

08/23/10

Approved by

08/26/10

Supervision received: Network Systems Supervisor

Supervision given: Student staff assistant(s)

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose

Maintain, update, and assist with development and installation of Oklahoma Baptist University's network systems and operations. To include, but not limited to: installing, configuring, monitoring, administering and troubleshooting computer network/network systems and associated equipment, appliances, cabling, or assemblies.

Essential functions

1. Implement, test, and maintain network equipment/infrastructure equipment and change requests as directed by supervisor.
2. Assist with the design, implementation, and verification of network systems security.
3. Assist with the integration of LAN/WAN, servers, and/or other network related systems into University single sign-on plan.
4. Assist with the installation, testing, and record keeping of all upgrades, patches, and fixes to the network systems, servers and related peripherals.
5. Install, test, and maintain Ethernet wiring, fiber-optic cabling, and related equipment and peripherals.
6. Install, test, and maintain wireless network equipment.
7. Perform other duties as needed and/or as requested by the Network Systems Supervisor.

Other duties

1. Assist in the preventative maintenance for all University owned network equipment and servers.
2. Maintain current inventory of all network equipment, their location, and all relevant network connection identification information.
3. Acquire any knowledge and/or skills needed to maintain a high degree of excellence in the execution of responsibilities for this position.
4. At designated times the Network Systems Technician must be willing to work overtime or must be willing to work hours differing from the usual schedule.

Education

Required: High School diploma or equivalent.

Preferred: Some college with Computer Networking emphasis or degree in the IT field. Novell CNA and/or CNE Certification(s). CCNA and/or A+ Certification(s).

Experience

Required: Working knowledge of Network Operations, technologies, hardware, and configurations.
Working knowledge of network security practices and implementations.
Strong knowledge of Documentation and communication skills.

Preferred: Some experience managing complex issues in a Network Operations Center (NOC) environment, or the combination of experience and technical training relevant to duties associated with NOC management.
Experience with Cisco Routing and Switching technologies, including but not limited to configuration and deployment.

Equipment

Required: Intel based Servers and related equipment including, but not limited to HP NetServer and HP Proliant Servers, Dell PowerEdge Server family, iSCSI storage, Dell drive arrays, Fiber Channel switches, and HP DAT tape library backup systems.

Physical Condition:

Required: Ability to lift and carry 50-80 lbs. of hardware. Ability to see and distinguish colors and manipulate network cabling/equipment in tight locations.

Other:

Required: Strong communication and documentation skills are necessary. Must be able to communicate well with all users affected by network changes and/or upgrades.

Complete this section after reviewing the description with the employee.			
<i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i>			
The job description was reviewed during <input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Performance Evaluation*.			
Employee signature	Date	Supervisor signature	date
<i>*If the job description needs to be revised, attach changes to the performance evaluation and submit to</i>			