

JOB OPENING

POSITION: Network Administrator (Entry-level)
40 hours per week, 12 months
Anticipated hiring pay range: \$21.63/hour - \$31.25/hour

LOCATION: Houghton, NY

REPORTS TO: Director of Technology Services

JOB SUMMARY:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Network Administrator supports this mission by overseeing the day-to-day operation of the computer networks of Houghton University including the physical wiring infrastructure, the routing/switching/Wi-Fi infrastructure, the servers and appliances, network services, and cloud services.

Essential Functions:

- Supports the day-to-day operation of the Houghton University computer networks.
- Installs, configures, and maintains server hardware, appliances, and software.
- Supports and expands the wired and Wi-Fi network connectivity for all users.
- Creates and maintains user accounts, file shares, access privileges and security.
- Maintains the university's Internet access, including filtering and performance management.
- Configures and maintains the Office 365 and Google Apps cloud systems, including email, spam filtering, SharePoint, and other associated systems and technologies.
- Provides support for Helpdesk tickets, typically for networking or permissions.
- Monitors, troubleshoots, and resolves server or network problems.
- Develops scripts and writes programs as needed to solve networking problems or develop or improve network services.
- Maintains wiring documentation and network diagrams.
- Assists in planning and placing purchases for network equipment and projects.
- Researches, evaluates, and implements new technologies related to computer networking.
- Works on special projects, as assigned.

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Excellent Multi-tasking:** The Network Administrator must be able to handle multiple projects and tasks simultaneously, prioritizing the most critical or urgent as appropriate.
- **Adaptable:** The Network Administrator must be able to adapt to changing priorities and flexible to handle frequent interrupts or emergencies. This position alternates between reactive and proactive modes.
- **Constantly Learning:** The Network Administrator must be willing to continually learn new technologies and software, to order to support new university systems.

- **Innovative:** The Network Administrator must be creative when solving problems and designing solutions for projects.

Required Qualifications:

- 4-year college degree required, preferably in a technology-related field.
- Experience configuring and managing the Windows operating system (desktop or server).
- Experience with programming and scripting, preferably in PowerShell or Python.
- Strong written and verbal communication skills, such as the ability to explain technical matters to non-technical people and to clearly explain something in writing.
- Strong interpersonal skills in establishing and maintaining effective working relations with the university community and coworkers; and the ability to communicate graciously and tactfully when dealing with confused, irate, or upset persons.
- Must be able to appropriately handle confidential material and privileged access to university facilities.
- Must be able to lift server, network, PC, and peripheral equipment (up to 30 pounds).
- Must be able to work on ladders and lifts and at heights, as well as in confined spaces.
- Must be able to work with dexterity on small electronics, server internals, and cables.
- Must be eligible to drive university fleet vehicles (driver's license).
- Personal Christian faith that is reflected in one's professional and personal life.

Preferred Qualifications:

- Certifications preferred: CCNA, CWNA, Network+, Linux+, or equivalent.
- Experience in network design, implementation, and support.
- Experience with network equipment: switches, routers, firewalls, Wi-Fi access points.
- Experience with virtualization technology, preferably Hyper-V.
- Experience managing Office 365 cloud resources: Exchange, SharePoint, OneDrive, etc.
- Experience configuring and supporting Linux (Ubuntu) servers.
- Experience managing an Active Directory environment.

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:
Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.