JOB DESCRIPTION

Network Administrator

**Definition of Class**
This is a professional position in which the incumbent supports the development and maintenance of network systems at the school and/or unit level. Incumbent provides technical support to network users.

**Examples of Work Performed**
Works with manufacturers and vendors to determine costs, specifications, and functional requirements of network equipment.

Maintains software and hardware inventory and record of physical location of technology equipment.

Processes necessary paperwork for equipment purchases.

Serves as key contact for inventory audits of computers and associated technology.

Maintains interface with department and office personnel to determine network requirements.

Monitors network systems to ensure that networks are functioning within design standards; makes adjustments as necessary to optimize performance or repair a fault.

Administers a school or unit’s network, including analyzing, selecting, and installing hardware and software programs related to departmental computer needs.

Maintains an electronic registrar.

Provides security expertise for course delivery and course creation.

Diagnoses and corrects computer software and hardware problems and failures.

Provides advice as to upgrades and maintenance of existing equipment and software.

Provides faculty, staff, and students with training and support in the use of hardware and software.

Assists faculty and staff with use of classroom technology, facilitating distance learning education and videoconference meetings.

Supervises student workers in a computer lab environment.

Designs, maintains, and updates web page(s) and maintains the web server.

Performs database programming and maintenance for the assigned unit.

Performs related or similar duties as required or assigned.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and installs computer programs and network systems for individual schools and/or units.
2. Monitors operations and performs necessary maintenance to network systems.
3. Provides technical assistance to faculty and staff regarding network operations and capabilities.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SEES) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

   Vision: Requirements of this job include close vision and color vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; climb or balance; and reach with hands and arms.

Experience/Educational Requirements:

   Education:
   Bachelor's Degree in Business, Computer Science, Engineering, Telecommunications, or a related field from a college or university.  

   AND

   Experience:
   One (1) year of experience related to the above described duties.

   Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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