The Network & Applications Administrator reports to the Director of Institutional Technology and independently performs assigned functions to manage the College's network and server infrastructure. Any combination of the following tasks may be included in the duties in support of the college:

**Essential Functions.** The employee is responsible for the following:

Provide network support to the campus infrastructure technology:
- Provides on-call support for IT server and network infrastructure.
- Researches, tests, implements and troubleshoots operating systems, applications and tools.
- Documents system information and processes.
- Researches and recommends hardware/software purchases and use.
- Troubleshoots and resolves hardware, software, and connectivity problems.
- Provides technical assistance and maintenance support to other IT staff as well as end users.
- Develops and supports SQL, PowerShell, Windows CMD and PHP scripts to integrate data systems and reporting.
- Supports Jenzabar database, web and terminal server.
- Supports Shoretel VoIP server and switches.
- Documents and writes user instructions.
- Maintains current knowledge with respect to relevant technologies, equipment, and/or systems.
- Maintains backup and disaster recovery strategies.
- Observes and maintains data center environment.
- Technical lead on enterprise level projects.
- Assists Director of Institutional Technology on various projects and tasks as assigned.
- Performs miscellaneous job-related duties as assigned.
• **Knowledge, Skills and Abilities**

• The successful applicant will have advanced in-depth knowledge of Microsoft Server, Microsoft SQL server, VMware and enterprise storage systems.
• The successful applicant will have expertise in network design, enterprise backup systems, Active Directory, PHP, MySQL and DNS.
• Job duties will include the design, maintenance, continuity, and integrity of the server and network infrastructure.
• Knowledgeable on backups or related applications, snapshots, disaster recovery.
• Experience installing, configuring, and maintaining Microsoft Windows Server 2008/ 2012 Active Directory infrastructure.
• Experience managing and maintaining Microsoft Terminal Server and Remote App.
• Experience maintaining a diverse network including but not limited to unified Wi-Fi installation, VLANs, WAN failover, MAN and fiber optics.
• SonicWall Firewall configuration and maintenance.

**Qualifications**

Bachelor’s degree in computer information systems or related field preferred. Minimum of four years directly related experience required. Must have the knowledge and/or experience to perform all essential functions of the position.

Experience in or exposure to the community college environment desirable.

**Required Certifications:**
- VMWare VCA-DCV
- Microsoft: MTA
- CompTIA: StrataIT

**Preferred Certifications:**
- VMware: VCP5-DCV, VCAP5-DCV
- Security: CISSP
- CompTIA: A+, Server+, Network+, Security+, Linux+

**Language skills:**
Ability to read and comprehend complex oral and written technical instructions in mathematical or diagram form. Ability to write correspondence. Ability to effectively present technical information in both oral and written form in one-on-one and small group situations. Ability to establish and maintain effective working relationships with administration, co-workers, and vendors.
Mathematical skills:  
Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations.

Reasoning ability:  
Ability to solve practical problems and deal with a variety of situations.

Technology skills:  
Complex computer knowledge and skill.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request, also available on-line at www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver’s license, and list of three references, including name, address, and phone numbers. References and former employers will be contacted. All required application materials must be received by:

Personnel, Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans.

Application deadline until filled.