OXY
Occidental College

Network Administrator
Information Technology Services (ITS)

This position is responsible for the design, installation, setup, configuration, maintenance, and documentation of network IT Infrastructure systems to ensure sound delivery of all Information Technology services at the College. This position manages the overall administration of the college's information network, which includes operational support, configuration and recommending standards for protocols, network management software, and network hardware. The position involves a significant amount of wireless and wired network troubleshooting and problem solving. Typically, with enterprise-wide scope, the core responsibilities of this role are to design information networks for the distribution of administrative, academic and research data throughout the college, to develop specifications for necessary electronic equipment, and to perform network implementation and troubleshooting. Specifically, this position will perform analysis and diagnosis of complex networking problems and designs of the wired and wireless networks.

Job responsibilities include:
- Plan, install, setup, and configure network infrastructure systems including the enterprise wireless network.
- Architect, configure and manage firewalls and routers.
- Architect storage, virtualized environment, servers, network devices.
- Consult in problem analysis, work with support services, develop solutions to problems, and implement solutions.
- Work within strict timeframes and elevate incidents within defined timeframes.
- Work with other areas in IT to develop solutions to problems encountered with production systems.
- Document systems providing instructions for support personnel to maintain and update systems.
- Maintain the necessary project plans and documentation of all system builds and modifications.
- Coordinate with construction project managers for wired and wireless network deployments in new and renovated spaces.
- Maintain a good working knowledge of current infrastructure and future trends.
- Contribute to the infrastructure team as a technical consultant on projects.
- Lead, execute, and manage infrastructure related projects.
- Systems administration supporting critical infrastructure.
- Participates in on-call rotation with other members of the Core Technologies group, and in periodic off-hours maintenance windows.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in an appropriate area of specialization plus 7 years of relevant professional experience, or, a Master's degree or higher in a relevant area of study. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.
- Experience in the fields of telecommunications and/or data communications to include two years of experience configuring, deploying and maintaining network devices, servers and applications in a production environment
- Experience in responding to campus-wide service outages and/or network security incidents. In-depth knowledge of best-practices in network infrastructure design, standard network protocols, common network services, network management systems and troubleshooting tools and skills
- Expert understanding of standard network protocols and services such as DHCP, DNS, PoE, SMTP, VoIP, and TCP/IP.
- Current certification in a network engineering related discipline
- Basic understanding of project management best-practices
- A strong network and wireless background, ideally with specific knowledge of HP, Juniper, Fortinet and Aruba network hardware and configurations.
- 5+ year serving lead technical role in two or more of the following areas:
  - SAN infrastructure/centralized storage
  - Server virtualization infrastructure
  - Linux system administration
  - Business continuity and disaster recovery
  - Network administration and configuration
  - Information & Infrastructure Security
  - Enterprise wireless networking

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to **itsjobs@oxy.edu** and **resumes@oxy.edu.**

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https: //www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.