



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Junior Network and Systems Administrator</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	IT Operations	<b>W/C Classification</b>	8810 – Clerical
<b>Reports To:</b>	Director of IT Operations	<b>Reviewed</b>	5/10/2022

## SUMMARY

Advance the mission and vision of TMUS by supporting the IT Infrastructure, Server and Cloud workflows. A key component of this role will involve assisting with LAN, Wi-Fi, communications systems, Microsoft Server operating systems, and networking. This role reports to the Director of IT Operations and works closely with the IT Engineering and System Administration team.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in supporting infrastructure engineering operations and projects with commensurate technical and communication skills.
- Support the Unified Communications platform including adds, moves, and changes.
- Assist in maintaining all layers of the LAN switching fabric (core, distribution, access).
- Assist in maintaining wireless network infrastructure.
- Perform troubleshooting and resolution of tier two or three (higher technical competency) service desk tickets in applicable knowledge areas.
- Support internet connectivity and specialized network systems including, but not exclusively: firewall configuration, quality of service, content filtering, etc.
- Assists in implementing physical hardware installations in TMU data centers, including racking servers and network appliances as well as installing and sustaining UPS infrastructure.
- Act as a supplemental agent in Office 365, Active Directory, virtualization and cloud infrastructure.
- Perform and support system checks, log reviews, and maintenance of Windows Servers, Microsoft Virtualization infrastructure, associated systems management tools, cloud-based infrastructure, corporate Microsoft 365 infrastructure, and identity management systems (Active Directory, SSO, etc.).
- Assists, where appropriate, the purchase of necessary items to sustain and advance IT infrastructure.
- Maintains regular and timely attendance with a disposition of availability both on and off work schedule.
- Sustains and advances personal technological literacy through appropriate means of professional development as relevant to the position.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.

- Exercise confidentiality, good judgment, and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to independently execute on projects with commensurate self-starting capabilities.
- Strong oral and written communications skills encompassing the ability to monitor and appropriately adjust expectations of our constituents and valued partners.
- Able to maintain appropriate demeanor especially in cases of high stress and volatility.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Maintains an appropriate technical open-mindedness so as to remain innovative in perspective.
- Possesses a consistent efficiency-improving mindset as applied to processes, hardware or software.
- Service oriented and able to interface with many people of varying levels of technical expertise.
- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience in IT-related discipline preferred.
- At least two-years' experience in a technical service role, preferably in an educational institution. role.
- Proficient in Microsoft Office Suite or similar software.
- Proficient in mainline user technologies (Such as Apple and Microsoft ecosystems)

## **PHYSICAL DEMANDS**

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 15 pounds.
- No travel with overnight stay expected.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.