

NOTICE OF VACANCY

Network Service Technician

REPORTS TO: Director of Information Technology

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Network Service Technician will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Network Services Technician will assist in the implementation and management of campus Local Area Networks and Wide Area Networks. Additional responsibilities include management and maintenance of Internet, E-mail, Firewalls, telephone systems, and other related network software and hardware.

DUTIES AND RESPONSIBILITIES

Essential job functions include but are not limited to the following:

- Assist in the selection of vendors and suppliers for network hardware, software and services.
- Assist the Director of Information Technology in providing long term planning regarding new technologies related to the campus data networks.
- Ensures network is protected from physical harm, viruses, unauthorized users, and damage to data by developing and monitoring security procedures.
- Establish and maintenance of network engineering standards, procedures and documentation.
- Maintains best practice backup and recovery procedure.
- Make recommendations to the Director of Information Technology for the need of additional resources such as, servers, switches, hard drive space and any other network hardware needed to maintain adequate service to our end users.
- Manage all physical and virtual servers.
- Manage and maintain network infrastructure including a large wireless environment.
- Monitors and analyzes network load including traffic and utilization trends.
- Performs other duties as assigned by the Director of Information Technology.
- Provide support for campus surveillance system.
- Serve as an escalation point for technical issues.

MANDATORY REQUIREMENTS

- Applicants must hold the minimum of an Associate degree in Networking, Computer Information Systems, or related field.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

MANDATORY REQUIREMENTS (cont.)

- Applicants must have at least two years of experience in installation and maintenance of computer hardware and software; and familiarity with Microsoft Windows operating systems, Microsoft Office suite, Local Area Networks, email, internet, telephone systems, and network cabling.
- Applicant must also be able to multitask and maintain a positive attitude.
- Applicant must be able to communicate effectively.
- Applicant must be able to work independently, as well as part of a team.
- Applicant must be able to travel to off-site campuses and/or locations.
- Applicant must be dedicated to and appreciate the concept of the community college.

PREFERRED QUALIFICATIONS (but not required)

- Preference may be given to applicants with a Bachelor's degree.
- CompTIA A+ certification, Network+ certification, Windows certification(s), Microsoft certification(s), Apple certification(s), and/or similar certifications are a plus.

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

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, exempt, Technical Specialist (TS) position.

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SALARY

The salary will be commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/Internal – October 5, 2021 at 5:00 P.M.

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