JOB DESCRIPTION

POSITION TITLE: Wireless Network Administrator Part-time

JOB CLASS: Staff
SUPERVISOR: Director, Infrastructure Services & Chief Information Security Officer

CLASSIFICATION: Part-time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Information Technology

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: This is not an entry-level position; minimum of 5 years’ experience with: wireless technology design, deployment, configuration, and operations. Bachelor’s Degree in Computer Science or related field. Strong communication, training, and problem-solving skills, with ability to rapidly master new computing technology, are essential.

Certifications:
Minimum Requirement: Certified Wireless Technology Administrator (CWTS), Certified Wireless Network Administrator (CWNA), or CCNP Wireless.

Technical Skills:
- Installation and configuration of wireless networks using Cisco, Aruba, and HP.
- Understand RF signal and antenna concepts (SM, dB, SNR, RSSI, SOM), co-channel and adjacent channel interference, cell sizing, and optimal power configuration.
- Site Survey using Airmagnet and understand how building materials affect RF frequencies to develop an optimal RD site design.
- Post Installation coverage verification using Airmagnet and insider.
- Perform basic network cabling.
- Cisco switch interface configuration, DHCP scope design, and VLAN design.
- Understand AAA including Microsoft Radius.

In addition to technical skills, excellent analytical, organizational, and communication skills are required; ability to handle multiple tasks simultaneously; excellent organizational skills and attention to details, ability to establish and maintain effective working relationships with faculty, staff, and students; high energy level, enjoy challenges and fast-paced environment; display self-initiative and motivation.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- **Wireless Networks** – Using the tools provided and with the infrastructure team, the Wireless Network Administrator will be responsible to understand building designs, stakeholder needs and use that information to design building wireless networks. The administrator will be responsible for the ongoing maintenance and management of the wireless infrastructure including the access points, switching, cabling, controllers, and associated equipment.

- **Technical Research and Analysis** - Analyze data traffic patterns within wireless network infrastructure, detecting operational problems and recommending improvements to ensure optimal performance; proactively identify symptoms and instabilities in a timely and accurate manner to include performing analysis, capacity planning, and testing for organization’s wireless
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network environment; make recommendations to management on enhancements to network that will improve the quality and reliability of the network’s performance.

- **Network Security** - Provide network security by configuring the wireless network to be secure and ensuring network devices are securely configured.

- **Network Problem Resolution** - Proactively oversee the activities involved in quality resolution of complex technical issues, responding with an appropriate sense of urgency to problems escalated to the wireless network administrator level; coordinate with appropriate departments to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results to end user; escalate to management any situation that could adversely impact the service provided to the end user; monitor trends in documented incidents and determine appropriate actions necessary to eliminate future occurrences and improve customer service levels in an appropriate timeframe; respond to 24-hour/7-day-a-week service needs, while adhering to established departmental guidelines.

- **Duties as Assigned** - The job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties, and responsibilities required of job incumbents. Consequently, job incumbents may be asked to perform other duties as required.

APPLICATION PROCEDURE: Please submit a letter of application, which addresses the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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