



Position Title: Network Administrator III	Reports to: IT Director
Department: Information Technology	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
Home Campus: Keshena Campus	Posting Status: First Posting
Grant Funded: Partially Grant Funded	Application Deadline: December 9, 2020 at 4:00 PM

Position Summary: The Network Administrator III is responsible for the overall integrity and security of CMN’s network infrastructure as well as Windows server environment. The Network Administrator will spend their time resolving network and server issues, performing network and server maintenance, and working on improving and adapting CMN’s infrastructure.

Position Responsibilities & Duties:

- Install, upgrade, support and troubleshoot all of CMN’s network servers, routers and switches and cabling/wiring
- Oversee the health and efficiency of CMN’s Windows server environment
- Assist in the backup and disaster recovery procedures
- Manage deployment and administration of all CMN software
- Manage CMN’s email systems including Gsuite and Sendio
- Create and administer PC imaging sequences
- Support remote access through VPN
- Provide technical support for Cisco Voice over IP (VoIP) phone system
- Assist in the network security and enforcing of security policies
- Provide the IT Director with information of work activities, problems, and accomplishments with a monthly written report
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An associate’s degree in an area of specialty and two years training and/or experience working with network systems
- Experience with Windows 7, Windows 10, and Windows Server operating systems
- Experience in networking
- Must be a self-starter and team player
- Will have good communication skills and be able to work well with novice and experienced computer users
- Will interact with the College organization, vendors, and other associates of the College in a professional manner
- Must be able to stand, carry, and lift heavy objects
- Need to possess a valid Wisconsin driver’s license, a vehicle, auto liability insurance coverage and be willing to travel to CMN’s external sites

Desired Qualification:

- Experience with Cisco routing and switching
- Experience with Windows Domains
- Experience with Active Directory
- Experience with Virtualization software, VMware is a plus

Reporting to this Position: N/A

Physical Demands & Work Environment:

Physical demands are classified as Heavy - lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Occasionally

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Office Equipment including copy, scan, print and fax machines, computer, calculator and telephone

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: <http://www.menominee.edu/careers>

Posting closes at December 9, 2020 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10