BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION # 783: Network and DataCenter Administrator

APPROXIMATE STARTING DATE: January 2020

GENERAL INFORMATION:
Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Associate Degree in Applied Science in IT related field with three years of information systems experience providing end-user technical assistance is required. Experience with VMWare and Windows Server is preferred.
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DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System, Board of Trustees duties will include, but are not limited to, the following:

1. Setup and configure VMWare ESXi hypervisor according to best practices.
2. Install, update and maintain VMWare tools and releases in a virtual environment.
3. Create, maintain and update Windows Servers in a physical and virtual network environment.
4. Help plan, install and maintain college infrastructure for computing and information technology efforts for administrative and instructional purposes.
5. Identify emerging educational technologies to be integrated within the college infrastructure.
6. Coordinate with the college's support technicians regarding system rollouts, deployments, new products and implementations relating to Core Services and network dependencies.
7. Setup and update firmware and configure network switches for deployment and installation.
8. Be able to appropriately identify and install fiber optic transceivers of various types in a mixed switch and fiber network environment.
9. Adequately use fiber-optic test equipment for identifying and measuring light-loss for single-mode and multi-mode fiber optic cabling.
10. Install and test network cabling and devices, according to industry standards.
11. Proficiently, configure and maintain network printers, scanners, copiers and other peripherals adhering to college guidelines.
12. Help develop and maintain comprehensive security measures for College networks and software applications.
13. Help schedule and oversee contractual services with external contractors and vendors.
14. Maintain competency regarding College's core services such as: MS Exchange, Active Directory Services, CANVAS, Wireless Access, Internet Security, Web Filtering, and IP Telephony.
15. Maintain upgrades, patches and enhancements on network hardware according to best practices and manufacture guidelines.
16. Proactively seek changes or upgrades that can improve the network in a way that adds to the College's bottom line in the form of superior productivity.
17. Maintain network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
18. Maintain information security and confidentiality for sensitive data.
19. Maintain job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
20. Assume all other duties assigned by the Director of Information Technologies.

SALARY RANGE: Minimum $44,154 - maximum $58,439 based on experience and educational level for placement on the Alabama State Salary Schedule E2 02.

APPLICATION PROCEDURES:
Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Community Resources" and then "Job Opportunities". All applications should be mailed to:

> **Office of Human Resources**
> **Bevill State Community College**
> **1411 Indiana Avenue**
> **Jasper, AL 35501**
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> **OR**

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm December 17, 2019 to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current**, **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, age, or other classification protected by federal or state law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a job announcement at any time prior to the awarding

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.

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