



Vacancy Announcement Network Administrator

Business Intelligence and Information Technology

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 153 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

Reporting to the Director of Technology, the Network Administrator is responsible for deploying, configuring, maintaining and monitoring all active network equipment to ensure smooth network operation.

Duties and Responsibilities:

Specific duties may include and are not limited to the following:

- Assist in network design and implementation.
- Install and configure computer network equipment, and maintain network connectivity.
- Monitor network to ensure optimal performance.
- Maintain servers and associated hardware, applications, services, and settings.
- Provide network support with a variety of operating systems.
- Create and maintain network users/permissions.
- Provide network support to users.
- Develop and monitor policies for the use of network resources.
- Implement and manage disaster recovery and back-up.
- Evaluate and recommend security improvements and system upgrades.
- Test release of products to minimize user impact and ensure compatibility.
- Create technical support documentation for systems and applications.

Qualifications:

- Bachelor's degree in Computer Science or a related field
- Prior experience in a network administration role
- Proven network engineering, network operations, and network performance analysis skills
- Previous experience with Microsoft Windows Server 2012, 2016 preferred
- Previous experience with Aruba and/or Cisco switches and routers preferred
- Familiarity with server management and monitoring tools

- Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution
- Hands-on technical troubleshooting capabilities
- MCSE and/or certification a plus
- Ability to work independently under minimal supervision
- Exceptional critical thinking and problem-solving ability
- Experience with Jenzabar and Blackboard are a plus

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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