

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

Network Services & Server Systems Administrator
Office of Information Technology
Regular Full-Time Position
Position Number 171000
Skill Level 11

General Description

The Network & Server Services Administrator functions under the general guidance and supervision of the Director and is responsible for the installation, operation and maintenance of the campus network software, both client and server. The incumbent is responsible for the planning, configuration and software maintenance of the campus network electronics and logical network infrastructure.

Primary Duties and Responsibilities

- Manage network services and server specialists and serve as their backup.
- Make recommendation related to managerial responsibilities such as coordination of projects, resource allocation, standards and establishing schedules.
- Configure and support campus firewalls, intrusion prevention and other network monitoring and security systems.
- Install, test and maintain campus server and operating systems.
- Manage Active Directory as the Microsoft Windows domain administrator.
- Configure and support campus DNS and DHCP servers.
- Monitor, adjust and report operations of network and systems activities including resource statistics and system security.
- Evaluate hardware and software products for contractual obligations and compatibility.
- Provide leadership in defining campus-wide network, server and application standards.
- Evaluate and integrate new network and server technologies.
- Design, configure and implement the logical network infrastructure.
- Ensure the installations of appropriate hardware, operating systems and application patches.
- Manage bandwidth on NetTN links to Internet.
- Install and provide support to third-party software as needed.
- Configure and support storage area network technology.
- Plan, implement and maintain efficient server room architecture, power distribution and climate control.
- Create and manage network, file and print services on network servers.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the computer hardware installed at the University.
- Knowledge of fiber optics and other cabling technologies.
- Knowledge of campus network software - client and servers.
- Knowledge of dial-up network services.
- Knowledge of network adaptors and modems.
- Knowledge of network concepts and protocols.
- Knowledge of Internet and www concepts and applications.
- Knowledge of Windows Operating Systems.
- Knowledge of Apple Macintosh computers, UNIX/LINUX computers and networking on these platforms.

Knowledge, Skills and Abilities continued

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to think clearly in designing, implementing and maintaining information systems.
- Ability to effectively manage computer resources as well as handle operational logistics during equipment failures.
- Ability to follow and adhere to established policies and procedures.
- Ability to effectively install and configure new computer hardware as needed.
- Ability to effectively make adjustments and repairs to University computer hardware.
- Ability to effectively install, test and maintain Windows, Macintosh and UNIX/LINUX Operating Systems.
- Ability to effectively install, test, and maintain appropriate network software - client and server products in the University computing environment.
- Ability to effectively present instruction in a classroom environment.

Required Minimum Qualifications

- Bachelor's degree in computer science, mathematics, information systems or business.
- One year of previous network management experience.
- A background check will be required of the successful applicant.

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