WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: **IT Infrastructure Specialist**
Preparation Date: June 16, 2015

Function of Position:
Responsible to the Assistant Vice President of Information Technology Services for installation and maintenance of the college's server and network infrastructure. Takes work direction from the IT Infrastructure Manager in managing servers and network systems to ensure the stable operation of the College's processes. This includes maintaining, supporting, and optimizing all new and existing network hardware and software and communication.

Principal Duties and Responsibilities:
1)   Assist in the installation, configuration and maintenance of servers following accepted change control procedures. (20%)
2)   Assist in the installation, configuration and maintenance of network hardware and equipment, including routers, firewalls, switches, hubs, and UPS's, following established change control procedures. (20%)
3)   Install and administer all network and server hardware and software upgrades. (15%)
4)   Implement plans developed by the ITS Infrastructure Manager to make sure server and network capacity, including Internet bandwidth, meets existing and future requirements. (15%)
5)   Troubleshoot, diagnose and correct basic component failures, system hardware, software, and operator problems. (15%)
6)   Administer user accounts, permissions, and access rights (10%)
7)   Maintains accurate and up-to-date documentation for network hardware/software. (5%)
8)   Perform other related duties as assigned.

Supervision:
Employee proceeds independently working toward objectives established by the IT Infrastructure Manager and the Assistant Vice President of ITS and requiring the use of a wide range of procedures. Employee prioritizes own work and resolves most issues after consulting with the IT Infrastructure Manager.

Minimum Qualifications:
Associates or Bachelor (preferred) degree in Computer Science, Information Systems or other Bachelor degree with equivalent technology coursework. Familiarity networking protocols including TCP/IP, WINS, DNS, DHCP. Experience with several of the following: Windows Server 2008 and 2012, Microsoft Hyper-V, Microsoft Exchange, Microsoft Lync, Microsoft System Center Suite, Active Directory, Terminal Server, Data Protection Manager, Cisco networking equipment, Barracuda mail filters, and Bradford Network Access. Understanding of the complex principles, theories and practices of Unified Communications. Good written & verbal communication skills. Good problem solving and analytical skills.

Application Procedure:
Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: HR@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.