

Please Note: If you are applying for more than one position, please submit a separate, complete application

Posting Date: April 2, 2021



**Position: Network/Systems Analyst**

**Minimum Qualifications:**

1. An associate degree from an accredited two-year college with coursework in computer science related courses **required**. A combination of education, work experience and certification(s) will be given consideration in lieu of the associates degree.
2. Minimum of ten (10) years experience working in a network environment as a technician or specialist **required**.
3. Five (5) years work experience in network configurations and printer definitions in a Windows TCP/IP environment **required**.
4. Experience installing/configuring Aruba and Palo Alto wired, and wireless networking equipment **preferred**.
5. Experience administering Avaya IP Office telecommunication systems **preferred**.
6. Experience with VMware networking, vCenter and Horizon infrastructure **preferred**.

**Job Functions:**

The Network/Systems Analyst is responsible for the implementation, configuration and maintenance of the physical and virtual network infrastructure as well as the provisioning and maintenance of a VoIP platform. Will also assist in the design, installation, and administration of all aspects campus networks including servers, applications, telephony/videoconferencing equipment and LAN/WAN systems.

1. Install and configure various systems and applications, updating as necessary, and keep running properly on a day-to-day basis.
2. Assist in the management of users and user accounts in both the local AD and cloud AAD identity stores, including maintaining and creating user accounts, security of user accounts, and responding to user request, questions and problems.
3. Assist with performing regular system backups. Assist with the design, maintenance and implementation of a business continuity plan.
4. Ensure all systems and networks are secure, and valuable or sensitive data are protected from undesired access. Work with ACCS network security personnel as needed.
5. Assist with LAN administrative, WAN connectivity, SAN infrastructure and the virtualization environment. Maintain records of equipment and oversee campus network ensuring future growth and expandability.
6. Assist with maintenance and configuration of email and other services through Office/Microsoft 365 and related applications.
7. Monitor and maintain Internet connectivity and Internet activity. Monitor network traffic recommending solutions for bottlenecks occurring from growth.
8. Monitor and maintain TCP/IP transport, DHCP Services, Active Directory and DNS.
9. Monitor and maintain connections to ensure proper operation and connectivity to remote networks.
10. Install and configure Firewall & VPN system for the campus access to the Internet and intranet respectively. Assist in planning for security updates to these systems.
11. Install and configure required applications, updating as necessary, and keep running properly on a day-to-day basis.
12. Assist with the installation and configuration of telephone equipment, updating as necessary, and keep running on a day to day basis.
13. Oversee and maintain voicemail system including but not limited to adding/deleting accounts, modifying programming and setting up voice menus.
14. Assist in development of bid specifications for the Campus Networks, Telecommunications and all related equipment.
15. Design and create reports as needed by the Administrative staff.
16. Assist department management in developing policies and procedures for the technical support staff, monitor their work orders and help design their implementations.
17. Other related duties as assigned.

**Salary:** \$68,000.00 through \$74,000.00 based on ACCS Board of Trustees Salary Schedule C-3 and experience.

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background**