POSITION DESCRIPTION

Title: Enterprise Infrastructure Administrator

Focus: Network Security Administration

Rank: Administrator IV

Department: Office of Information Technology

Supervisor: Generally reports to Director or designee

POSITION SUMMARY:

Under general supervision, the incumbent designs, implements, and maintains moderately complex services/management applications or infrastructure components incorporated in University’s enterprise computing infrastructure. This includes researching and recommending new hardware, software, and management tools to enhance service quality.

POSITION RESPONSIBILITIES:

Performs installation, configuration, administration, maintenance, and support of service/management applications or infrastructure components incorporated in University’s enterprise-scale computing infrastructure.

Performs installation, configuration, administration, maintenance, and support of service/management applications or infrastructure components within the virtual frame.

Monitors the ongoing operation and performs activities to assist with performance tuning, troubleshooting of hardware, OS and application issues.

Performs regular and on-demand infrastructure backups and recoveries.

Participates in disaster recovery and business resumption planning, testing, and implementation. Participates in System’s emergency response.

Maintains appropriate documentation on procedures, configurations, and equipment inventory. Assists in the management and operation of University data
center(s) and telecommunication facilities.

Assists in the implementation of security policies & procedures, along with investigation and resolution of security incidents, to ensure a stable and secure computing infrastructure.

Designs and develops automated procedures using a variety of scripting and programming languages. Develops standard operating procedures and trains staff in the implementation of these procedures.

Researches and recommends new hardware, software, and management tools to enhance service quality. Manages small to medium projects including needs analysis, planning, testing, and implementation.

Works directly with vendors and technical support personnel on equipment and software purchases, as well as support and maintenance contracts.

May supervise professional staff and/or student workers.

Performs other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

- Bachelor’s degree from a fully accredited university. Master’s degree in Computer Science, Math or a related area is preferred.

- At least 4 years experience in infrastructure or application-level vulnerability testing and auditing

- At least 4 years of system, network and/or application security experience

- Strong experience and detailed technical knowledge in security engineering, system and network security, authentication and security protocols, cryptography, and application security.

- Strong experience various Cisco technologies including switching, routing and AAA platforms such as Cisco ISE, Cisco ACS, Identity Engines, etc..

- Strong experience with administration in both Checkpoint, and Juniper Firewalls.

- Knowledge of network and web related protocols (e.g., TCP/IP, UDP, IPSEC, HTTP, HTTPS, various routing protocols, VPN technologies, etc.)
- Experience with managing small to medium projects including needs analysis, planning, testing, and implementation.

- The candidate should possess strong oral and written communication skills, should be able to provide examples of clear written documentation, and should understand and have a familiarity with working within formal service management and project management frameworks.

- A successful candidate will also demonstrate the desire and ability to learn new skills quickly and a commitment to excellence in a service-oriented environment.

- An equivalent combination of experience and credentials may also be considered.

FLSA: Exempt Created April 2010
Approved by CER June 17, 2010

For the University

For the Union