

Sam Houston State University Human Resources

Staff Classification Description – Network Architect I

Skill Category: Tech/Para-Professional

Position (Employee) Class: 4N533 (N1)

Grade: 16

Date: 11/2018

Department: Office of Information Technology Services

Education & Experience Requirements: Bachelor's degree with a major in computer science or related field from an accredited institution with one year relevant experience in directly related field. Certifications in network, internet, and voice over IP may be substituted for experience.

Nature & Purpose of Position: Assists with coordinating the development, implementation, and maintenance of a local area network or wide area network. Assists with network design and installation, policy development, training, monitoring, and analysis of existing hardware and software.

Supervision Given & Received: Works under general direction and may supervise student employees and act as the technical team lead in projects involving two or more department staff.

Primary Responsibilities: Assists in the design of the network infrastructure to include but not limited to: cable plant; wireless; digital signage; fiber/copper paths; security cameras; broadband circuit; switches and routers; and voice over IP. Assists with overseeing various hardware and software resources to identify strengths, weaknesses, and potential benefits to the university. Assists in the maintenance of the local area network or wide area network, cable and hardware installations, and inventories. Assists with the maintenance of the network's physical and logical structures, including all network connections. Maintains network support software. Assists with identifying and security enhancements to network facilities. Assists with the development of procedures for use at network facilities. Assists with training others. Perform other related duties as assigned.

Other Specifications: Duties require a moderate level of independent judgment and initiative. Requires a demonstrated ability to establish congenial work relationships and communicate effectively within department, workgroup, throughout the university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies affecting the department or university level. Work requires critical judgment and complex reasoning to solve division and university issues. Work requires attention to detail as errors can be potentially serious or hazardous.

Position requires incumbent to be on call 24/7. Special procedures sometimes require extended hours. Some travel is required. Work occasionally includes accessing confined spaces, building roofs, and other high places.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.