IT NETWORK ADMINISTRATOR

Wofford College invites applications for an experienced IT network administrator to implement and administer a diverse array of switches, routers and data processing systems that meet the needs of Wofford’s technology environment in ways that align with the college’s strategic vision.

This is a full-time, 40 hours per week exempt position. Typical working hours are 8 a.m. to 4:30 p.m. Monday through Friday. Contingent on office projects or campus needs, occasional evening and weekend hours are required.

RESPONSIBILITIES:

- Design, implement and support the college’s local area network to link client devices, servers, IoT devices and the Internet.
- Support and maintain the college’s telecommunications and collaboration platforms.
- Implement a network that provides a very high level of reliability and scalability.
- Install, configure and maintain systems and devices with a variety of operating systems and platforms.
- Collaborate and coordinate with other ITS individuals and team members in the process of implementing and administering the network environment.
- Track and maintain detailed documentation/reporting of all systems, licensing and processes.
- Respond to end-user and other ITS staff requests and change management systems
- Other related duties as appointed, elected or assigned, including attending trainings, seminars and conferences, not only to network and stay abreast of current industry trends, but also for ongoing and continued professional and personal development.

QUALIFICATIONS:

A degree in an ITS-related field of study, along with minimally five years of experience in switching, routing and telephony, are required for appointment. Highly desired training or skillsets include:

- Cisco switch and router administration.
- Cisco Call Manager/Collaboration administration.
- Palo Alto Firewall administration.
- Meraki switching and WiFi administration.
- BGP routing experience.

The successful candidate will have in-depth knowledge of Ethernet switching and routing, VLANs and subnetting, DNS and DHCP services and IP telephony. S/he will have effective organizational and time and workflow management skills to adhere to strict timelines. S/he will be action-oriented and experienced in performing technical work with tact, discretion and diplomacy to provide a high level of customer service. The need to be flexible and demonstrating effective communication skills in working with and servicing a diverse population of students, faculty and staff will prove valuable in this role.

APPLICATION:

Application materials should be submitted in a single email to itsjobs@wofford.edu using the subject line “Wofford Network Administrator Search Submission.” Application materials include: (1) a letter of interest that explains how you meet the required qualifications, trainings and skill sets for this role, (2) a current resume, and (3) names and contact information for two to four professional references.
Applications will be accepted until the position is filled. For assured consideration, all required application materials must be received by Sept. 3, 2021.

Salary will be commensurate with experience. Wofford College provides a competitive benefits package, including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, disability insurance and other accompanying fringes.

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation’s 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford’s priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President’s Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford’s 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford’s Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodation. If you require an accommodation to participate in any part of the hiring process, please reach out to HumanResources@Wofford.edu.

TITLE IX COMPLIANCE:
In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Inquiries related to the application of Title IX at Wofford are as follows:

Wofford College:
Matthew Hammett
Director, Civil Rights, Title IX & Student Risk Assessment
429 N. Church St.
Spartanburg, SC 29303
(864) 597-4047
hammettmk@wofford.edu

External inquiry:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov / https://ed.gov/ocr