University of Houston – Clear Lake
Position Description

Job Title: **BUS Infrastructure Specialist**

Job Code: **3934**   Pay Grade: **006**   FSLA: **EX**

Location: **UHCL**   Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Business, Management Information, Computer Science, or a related field.	
Experience	Five to ten years responsibility for the systems administration of a Microsoft server environment supporting multiple clients. Responsibility needs to have included installation of Window Operating System, security setup, and network configuration on the server. Two years experience installing, maintaining, and administering desktop applications (including Microsoft Outlook) in an academic environment. Experience with Windows Server, Microsoft Exchange and Active Directory/Group Policy administration , experience with Mircosoft IIS, SMS, SQL Server, WSUS or SUS, and Visual Basic.Net, and McAfee VirusScan Enterprise and administration of GHOST and SQL server. Experience with enterprise level anti-virus and anti-spam solutions. Advanced knowledge of Networking. Basic knowledge of Linux and/or Unix. Experience managing and configuring CISCO devices. Experience knowledge of Juniper Networks. Two to three years experience configuring and managing an academic lab environment. One to two years experience administering a SAN. One to two years experience administering enterprise backup/restore solution. One or more years experience writing and utilizing system administration scripts. Two years supervisory over operating systems.	
License/Certification		MCP/MCSA/MCSE

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The BUS Infrastructure Specialist is responsible for designing, implementing, administrating, and maintaining a reliable, safe and secure network infrastructure for the school of Business Labs/Classrooms including, but not limited to firewalls, routers, windows domains, DHCP, DNS, and Web Servers. Responsibilities include: support, maintenance, installations, configurations of servers, optimization of Active Directory, Microsoft Clustering, IIS, file and print services, day to day issues of LAN, hardware and network devices, and imaging/ghosting lab

machines. Evaluates, recommends, and incorporates new and emerging technologies into the school infrastructure. Researches and analyzes software and hardware technologies. Designs, installs, configures, and maintains operating system servers in support of business requirements and classes. Coordinate project plans, timelines, and project completion for respective BUS Information technology Computer Labs/Classrooms. Create procedures for server operations, systems network architecture documentation; and assure appropriate standards, security requirements and necessary policy/procedures are documented, reviewed, implemented and maintained. Manage vendor relationships and ensure most competitive purchase pricing and adequate maintenance support levels. This position works closely with the MIS School of BUS faculty, UCT Academic Computing Labs and UCT Network Infrastructure to ensure optimal operation of the BUS network resources. This position may be on call and will be expected to resolve issues disrupting BUS Labs/Classrooms processes.

Duties and responsibilities	% Time
Create and manage replicating Domain Controllers running Server n R2. Active Configure OU's in Active Directory including group policies, logon scripts, and group memberships. Apply and manage software updates and security patches. Document system configurations, installations upgrades and patches. Setup and manage DHCP servers, DNS servers, and MIS Labs PCs. Setup network printers. Server Virtualization using Hyper-V. Create and manage domain GPO Policies. Manage Web server IIS 7.0. PHP web server administration. Ubuntu Server Administration. Setup, manage, design and configure SharePoint 2010 Server. Configure and Implement custom web parts. Setup multiple student and group of sites. Establish standards for content, document management, and help creating the web pages and templates. Create and assign security groups. Web Part tweaking and design. Maintain Management Information Systems website. Develop and maintain FTP website for student course work. Setup Symantec Ghost Server for imaging computers. Create Auto Install packages for software updates. Build workstation software images for Dell workstations and laptops. Install and support various software as required. Answers users' questions, research and solve all School of Business server, network, and pc problems. Setup and manage McAfee EPO server. Perform System Backup and Restore as needed. Setup and maintain server room UPS.	55
Setup and configure Cisco and Juniper security and switching devices; including Cisco ASA 5512, Netscreen 25, and Cisco 3550 switches. Monitor various firewall alarms and intrusion attempts. Develop and configure VPN and access-lists. Configure Firewall to protect MIS network from various viruses, internet worms, and harmful files. Setup Network Address Translation. Manage and upgrade Cisco and Juniper operating systems. Configure multiple VLANs and port address security to maximize network security.	20
Develop, implement, and maintain IT security solutions including firewalls, anti-virus solutions. Develop long-range planning of software/hardware purchases and developments; recommends all hardware, software and peripheral purchases. Make recommendations for purchases and upgrades to improve network performance and security. Contact vendors and negotiate all contractor services and equipment quotes. Create all budget timelines for software, equipment and warranty replacement. Design, install, configure, and maintain operating system servers in support of School of Business requirements. Develop solutions to meet the security requirements of labs. Research and recommend software and security computer updates. On the job training of lab assistants to support network. Research, test and implement software and LAN equipment as needed. Setup, install, configure and manage IP security cameras throughout area. Oversee and support multimedia and technology. Provide technical audio-visual, multimedia support services for meetings, presentations, classes and program events. Assist with media equipment needs.	15
Setup and administer Microsoft SQL Server 2012 server/client network and MySQL. Create SQL accounts and instances for Information System Management courses. Script all MySQL users, database, permission. MySQL web access (phpMyAdmin tool). Other duties as assigned.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.