

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	3934
Job Title:	BUS Infrastructure Specialist
Salary Grade/Structure:	006 - Computing
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Networking & System Infrastructure
Job Summary	<p>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.</p>

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in Business, Management Information, Computer Science, or a related field	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	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	Required	
Less than 3 yrs	experience installing, maintaining, and administering desktop applications (including Microsoft Outlook) in an academic environment	Required	
Less than 3 yrs	Experience with Windows Server, Microsoft Exchange and Active Directory/Group Policy administration , experience with Mircrosoft IIS, SMS, SQL Server, WSUS or SUS, and Visual Basic.Net, and McAfee VirusScan Enterprise and administration of GHOST and SQL server.	Required	
Less than 3 yrs	Experience with enterprise level anti-virus and anti-spam solutions	Required	
Less than 3 yrs	Advanced knowledge of Networking	Required	
Less than 3 yrs	Basic knowledge of Linux and/or Unix	Required	
Less than 3 yrs	Experience managing and configuring CISCO devices	Required	
Less than 3 yrs	Experience knowledge of Juniper Networks	Required	
Less than 3 yrs	experience configuring and managing an academic lab environment	Required	
Less than 3 yrs	experience administering a SAN	Required	
Less than 3 yrs	experience administering enterprise backup/restore solution	Required	
Less than 3 yrs	experience writing and utilizing system administration scripts	Required	
Less than 3 yrs	supervisory over operating systems	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	CCNA/CCNP/CISCO		Required	
	MCP / MCSA/ MCSE		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Microsoft Windows Server, and Linux (Unix) operating systems.	Skilled
• Knowledge of LAN protocols and network operating systems.	Skilled
• Clear oral and written communication skills in English.	Skilled
• Sufficient visual acuity skills to read and understand screens, printouts, and manuals.	Skilled
• Sufficient mobility to enable an individual to move about the campus easily to inspect facilities, cabling, and to assist students, faculty, and staff.	Skilled
• Ability to adjust to and learn operating procedures for a variety of software and hardware systems.	Skilled
• Ability to enforce rules and regulations and deal with occasional stressful situations.	Skilled
• Ability to respond quickly to student, faculty and staff oral questions, complaints, needs and problems.	Skilled
• Ability to interpret operating instructions orally and instruct users in proper techniques.	Skilled
• Ability to maintain a flexible work schedule including working some nights and weekends.	Skilled
• Ability to work independently with minimal supervision.	Skilled

## JOB RESPONSIBILTIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>• 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</li> <li>Apply and manage software updates and security patches</li> <li>Document system configurations, installations upgrades and patches</li> <li>Setup and manage DHCP servers</li> <li>Setup and manage DNS servers</li> <li>Setup network printers</li> <li>Setup and manage MIS Labs PCs</li> <li>Server Virtualization using Hyper-V</li> <li>Create and manage domain GPO Policies</li> <li>Manage Web server IIS 7.0</li> <li>PHP web server administration</li> <li>Ubuntu Server Administration</li> <li>Setup, manage, design and configure SharePoint 2010 Server</li> <li>Configure and Implement custom web parts</li> <li>Setup multiple student and group of sites</li> <li>Establish standards for content, document management, and help creating the web pages and templates</li> <li>Create and assign security groups</li> <li>Web Part tweaking and design</li> <li>Maintain Management Information Systems website</li> <li>Develop and maintain FTP website for student course work</li> <li>Setup Symantec Ghost Server for imaging computers</li> <li>Create Auto Install packages for software updates</li> <li>Build workstation software images for Dell workstations and laptops</li> <li>Install and support various software as required</li> <li>Answers users' questions, research and solve all School of Business server, network, and pc problems</li> <li>Setup and manage McAfee EPO server</li> <li>Perform System Backup and Restore as needed</li> <li>Setup and maintain server room UPS</li> </ul>	55%
<ul style="list-style-type: none"> <li>• Setup and configure Cisco and Juniper security and switching devices; including Cisco ASA 5512, Netscreen 25</li> <li>Monitor various firewall alarms and intrusion attempts</li> <li>Develop and configure VPN</li> <li>Configure Firewall to protect MIS network from various viruses, internet worms, and harmful files</li> <li>Setup Network Address Translation</li> <li>Manage and upgrade Cisco and Juniper operating systems</li> <li>Develop and configure access-lists</li> <li>Setup and configure Cisco 3550 Switches</li> <li>Configure multiple VLANs to maximize network security</li> <li>Configure port address security</li> </ul>	20%
<ul style="list-style-type: none"> <li>• Develop, implement, and maintain IT security solutions including firewalls, anti-virus solutions</li> <li>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</li> <li>Contact vendors and negotiate all contractor services and equipment quotes</li> <li>Create all budget timelines for software, equipment and warranty replacement</li> <li>Design, install, configure, and maintain operating system servers in support of School of Business requirements</li> <li>Develop solutions to meet the security requirements of labs</li> <li>Research and recommend software and security computer updates</li> <li>On the job training of lab assistants to support network</li> <li>Research, test and implement software and LAN equipment as needed</li> <li>Setup, install, configure and manage IP security cameras throughout area</li> <li>Oversee and support multimedia and technology</li> <li>Provide technical audio-visual, multimedia support services for meetings, presentations, classes and program events</li> <li>Assist with media equipment needs</li> </ul>	15%
<ul style="list-style-type: none"> <li>• Setup and administer Microsoft SQL Server 2012 server/client network</li> </ul>	10%

## Essential Functions

Essential Function	% TIME
Create SQL accounts and instances for Information System Management courses Setup and Administer MySQL Script all MySQL users, database, permission MySQL web access (phpMyAdmin tool)	
• Other duties as assigned.	0%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description