Arizona Christian University
Position Description

Position Title:	IT Infrastructure & Security Specialist	Date Updated:	3/12/2018
Reports to:	Director of IT	Department:	Information Technology
Direct Reports (if any):	N/A	FSLA Status:	Full-time / Exempt

Position Summary:
The successful applicant will be responsible for managing, supporting, and maintaining the Arizona Christian University organizational infrastructure along with the security aspects associated with the infrastructure. This will include supporting, maintaining, and administering the organizational Wi-Fi infrastructure.

Prerequisite Qualifications:

A. Education:
- A bachelor's degree or equivalent combination of education and experience in information technology or a relevant field is preferred. However, evidence of adequate training and on-the-job success will be considered.

B. Experience:
- Experience with Windows Server 2008/2012 R2, Active Directory, ASP, DHCP, DNS, and IIS
- 2 years' experience working in an IT support environment (preferable network or database administration).
- Experience with Fortinet firewalls.
- Experience with Dell and Cisco managed and unmanaged switches.
- Experience with Ubiquiti Wireless devices a plus.

C. Skills, Knowledge, Abilities:
- Strong communication skills in working with varied groups. Ability to explain technical concepts in non-technical terms to these varied groups. This would include excellent written and verbal skills.
- Ability to work independently, as well as in a team environment.
- Analytical problem solving abilities and debugging skills, with keen attention to detail.
- Attitude of service - Use superior technical abilities to ensure organizational success by helping others whenever possible.
- Self-motivated with the ability to effectively prioritize and execute tasks and motivated to work without abundant supervision while meeting schedules and timelines.
- A strong desire and ability to provide excellent customer service.
- Familiarity with the academic and business processes of higher education and the interrelationships between departments, data, and systems is preferred.
- Personal relationship with Jesus Christ and involvement in a local church community.
- High ethical standards.

Duties, Tasks, Responsibilities (List as many categories as necessary):

A. Security – review and analyze firewall logs, network logs, and take appropriate steps to ensure the security of the organizational network, systems, and data.

B. Network - Support, and maintain organization network. Including but not limited to LAN, network segments, VLAN, switches, routers, wireless, firewall, internet connectivity, network performance, monitoring and security.
C. System - Support, and maintain organization server environment. Including but not limited to physical servers, virtual servers, Hyper-V environment, SAN, NAS, DNS, SQL Servers, Active Directory, Group Policy, Software Installation Automation (Group Policy, System Center), File Servers, Print Server, Windows updates, system performance, monitoring and security.
D. Backup - Support, and maintain system backups. Including but not limited to performing backups, performing restorations, meeting backup retention policy, testing backups, disaster recovery and business continuity planning recommendations.
E. Responsible for support, maintenance, and administration of wireless network.
F. Working knowledge of Dell/EMC, Veeam Backup & Replication is preferred.
G. Additional work as assigned by the Director of IT.

Working Conditions:
A. Position requires the incumbent to sit, stand, walk, kneel, bend, reach, and lift _50_ lbs. This position includes extended periods where standing, and walking both indoors and outdoors, exposure to heat, as well as cooler temperatures may be required.