

UNIVERSITY OF DALLAS

Job Number: 12150UD

IT Infrastructure Specialist

Date Posted: March 29, 2022

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated to and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an IT Infrastructure Specialist to serve as the chief network, systems, and solutions architect, administrator, and engineer for the university's technology infrastructure. The IT Infrastructure Specialist is responsible for analyzing, designing, installing, configuring, maintaining, and repairing network infrastructure and application components. The Specialist performs a variety of evaluation, maintenance, problem resolution, operations, and installation tasks to ensure that network performance meets university and end-user needs and expectations. The Specialist provides direction, information, and recommendations regarding infrastructure configurations and installations. Additionally, the Specialist ensures system integrity and network security through infrastructure solutions.

PRIMARY RESPONSIBILITIES

- Serve as the systems and network administrator for the following components:
 - Active Directory and Azure
 - Network architecture, management, and security
 - Server virtualization systems
 - Back-up systems
 - Wireless network management
 - University e-mail system
 - Antivirus systems
 - DNS, DHCP, Radius, and LDAP network services
 - Perimeter routing and firewalls
 - File sharing
 - University library management system infrastructure support
 - Event management systems
- Administer Windows and Linux servers.
- Manage voiceover IP telephony services.
- Provide tier 2 support for help desk technicians.
- Administer, operate, and maintain router, firewall, core router, and campus switches.

UNIVERSITY OF DALLAS

- Administer systems and servers related to LAN and WAN to ensure the availability of services to authorized users.
- Designs network infrastructure (physical and virtual) to ensure effective and efficient networking systems.
- Design, configure and install complex switching environments and wireless networking that supports open or secured access and the ability to support voice and video applications.
- Maintain network operations and software applications, operating systems, server back-up, and routine maintenance programs to ensure efficient operations.
- Manage servers and network resources, including network applications, for the purpose of delivering services in compliance with established guidelines and objectives.
- Research trends, products, equipment, and tests for the purpose of recommending procedures or purchases.
- Other duties as assigned to ensure the efficient and effective operation of the Information Systems department.

MINIMUM REQUIREMENTS

- Bachelor's degree in IT-related field and/or a network administration certification
- Three years of experience in network and systems administration.
- Two years experience administering servers, routers, switches, network security, and firewalls.
- Ability to plan and manage resources, time, and activities for multiple complex projects.
- Proficient in network design, engineering, installation, maintenance, and problem resolution.
- Knowledge of complex infrastructure and security technology, trends, and procedures.
- Ability to develop logical designs and solutions to complex IT scenarios.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.