

**Network Administrator
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=254800>

Downloaded On: Apr. 1, 2025 10:24am

Posted Mar. 24, 2025, set to expire Apr. 8, 2025

Job Title Network Administrator
Department Information Technology
Institution Cabrillo College
Aptos, California

Date Posted Mar. 24, 2025

Application Deadline 04/08/2025
Position Start Date Available immediately

Job Categories Professional Staff
Classified Staff

Academic Field(s) Information Technology

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Job Description

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Network Administrator

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-01973

Closing:

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4/8/2025 11:59 PM Pacific

Location: Aptos, CA

Department: Information Technology

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

Under general supervision, this full-time, twelve (12) months per year, **Network Administrator** position performs a wide-range of complex network and server administration functions including design, engineering, deployment, administration, maintenance, repair and documentation of the District's LAN/WAN, telecommunication network infrastructure and various wireless networks that ensure highly available, resilient, secure wired and wireless access to staff, students and District visitors; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range:\$7,638to \$8,842per month; plus 5% annual increases up to step 7. The maximum initial salary step placement on the [classified salary schedule](#) or [confidential salary schedule](#) is step 4. This position is a full-time (40 hours per week) assignment, 12 months per year, Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending Governing Board ratification. Salary is subject to

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proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Architects, designs, plans, builds, maintains, secures and troubleshoots Local Area Network (LAN) and Wide Area Network (WAN) hardware, including wiring components, servers, switches, hubs, bridges, wireless access points, routers and gateways, as well as external network connectivity and District facilities security systems such as lighting controllers, surveillance cameras, door access control systems, HVAC building control systems, greenhouse environmental controls and internet-related connected devices; ensures the separation and security of all wireless networks including those for students, labs, staff and District visitors;

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- creates guest logons for public-facing events; installs and configures access points as needed.
- Plans, tests and deploys server hardware upgrades; installs, tests and configures applications and new software functionalities to applicable servers and platforms; documents systems, topologies, configurations and irregularities or deviations; maintains relevant backups; assists with implementation of new recovery technologies.
- Installs and configures firewalls; monitors networks to ensure security and availability; performs maintenance, backup and verification of all firewall updates and changes; defines access requirements and structure at the network interface.
- Performs server administration duties for Windows and Linux operating systems; troubleshoots and repairs a variety of campus systems including student, faculty and staff network account management systems, multi-site active directories and internal and external Domain Naming Systems (DNS).
- Serves as the architect for the District's telecommunications infrastructure; designs, engineers, installs, monitors, upgrades and supports voice servers; installs, configures and maintains the refresh of VoIP phones; manages end devices and analog line services; works with telephone vendors and providers; manages voice protocols, voice licensing and device pools.
- Maintains overall integrity and security of the network and server infrastructure; analyzes network resource utilization and implements solutions to ensure all network applications are accessible and functioning properly; identifies and recommends appropriate changes to network infrastructure to improve performance, availability and reliability.
- With other IT infrastructure staff, monitors system alerts, messages, events, abnormal conditions and activities that may impact performance or security; researches, troubleshoots and works with infrastructure staff, manager and vendors to resolve system errors, failures and other hardware and software issues.
- Leads or participates in a variety of network, telecommunications and server-related projects; participates in and supports District-wide large-scale deployment of new network processes, upgrades and equipment and assists in developing network upgrade strategies and procedures; develops system, software and hardware cost requirements and proposed timeframes for upgrades; troubleshoots and resolves conversion and implementation problems.
- Monitors trends and developments in systems, networking and multi-platform communication technologies; consults with vendors and other sources on industry and product direction, functionality and capabilities.
- Participates in the acquisition, configuration, installation and maintenance of network uninterruptible power supplies, batteries and environmental monitoring sensors and devices.
- Participates in the development, implementation and maintenance of policies, procedures and associated training for network administration and operations; may provide training to lower-level IT staff.

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OTHER DUTIES

- Attends various meetings and participates on committees as required.
- Stays current with related assignment-related technologies, standards and best practices.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- A bachelor's degree from an accredited college or university in information systems, computer science or a related field; **AND**
- At least three years of progressively responsible experience in local/wide area network and telecommunications administration including design, configuration, installation, monitoring and troubleshooting; **OR**
- An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Wired and wireless network architectures and theory and principles of network design and integration, including topologies, protocols and network load distribution.
- Principles, methods and techniques for layout, installation, configuration, integration and operation of network systems, components, equipment and devices.
- Principles, methods and techniques for the design, installation, configuration, integration and operation of VoIP network systems, components, equipment, devices and software.
- Principles, methods and techniques for installation, configuration, integration and operation of

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- Storage Area Network systems, components, equipment, devices and software.
- Server hardware and operating system architecture, directory services, characteristics, commands and components applicable to District servers and computer platforms.
 - Network management software, equipment, tools and utilities.
 - Methods and techniques for performing connectivity testing and network analysis and troubleshooting.
 - Principles, practices and methods of network administration and maintenance, including configuration, performance tuning and diagnostic tools.
 - Wired and wireless network security principles, equipment, software, practices, techniques and tools, including encryption standards and authentication methods.
 - Principles, practices and methods of systems administration and maintenance.
 - Disaster planning and recovery techniques.
 - Database management systems and software.
 - Standard programming and scripting languages and utilities applicable to assigned responsibilities.

Skills and Abilities to:

- Design, configure, manage and maintain the operations of complex wired and wireless network systems to achieve optimal technical performance and user support.
- Troubleshoot and resolve complex network hardware, software and/or connectivity problems.
- Understand and apply the analysis of functional requirements to the development of proposals, specifications and recommendations for efficient, cost-effective network systems and technology solutions to meet customer needs and requirements.
- Assess customer needs, set priorities and allocate resources to most effectively meet needs in a timely manner.
- Anticipate technical needs in areas of responsibility.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license or ability to access and use alternative transportation.

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Additional Information

Application Process:

1. Complete the application with a minimum of three (3) Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. (Encouraged but not required) Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns?

Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

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Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4867198/network-administrator>

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Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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