

## **Job Title: Network Administrator**

### **Job Description:**

The network administrator's primary responsibility is to develop and maintain high quality wired and wireless networks for Calvary Tucson's EAST and WEST campuses. Ensuring network uptime for Calvary Tucson ministries usage of internet and point to point transmissions is a top priority.

**Hours / Week: 15-20 hours/week**

**Pay: Experience Based, Starts \$18/hr**

**Benefits: None**

**Pastoral Overseer: Scott Billings**

### **Primary Responsibilities include, but not limited to:**

#### *Minimum 2 hours/week*

- Staff Meetings, Tuesdays, 8:30AM-10:30AM

#### *Remaining hours*

- On-call support of network systems at EAST & WEST campuses
- Support and ensure network uptime for live streaming of services
- Support REACH Radio networking needs as required
- Interface with Internet Service Providers for maintenance, downtime, upgrades
- Maintain backups of border router disk images and network structures
- Maintain network security at both campuses
- Repair / replace networking equipment as required
- Scale existing networks to meet unique needs for special events such as conferences, concerts and video satellite streams.
- Team building and training of additional volunteers for network support
- Support existing media team staff with projects and activities as needed

### **Required Proficiencies:**

- One or more of the following certifications:
  - Windows MCSE, CompTIA A+ Certification or CCnA
- Understanding of networking concepts such as DNS, DHCP, Email, HTTP, SSL, OSI Model, and TCP/IP protocols and applications
- Advanced troubleshooting skills
- Basic mechanical installation skills
- Experience with Data Cabling / Computer Facilities maintenance
- Proven skills in PC repair, troubleshooting, deployment, and liquidation
- Excellent communication skills

**Recommended Spiritual Gifting(s):** Leadership, Service, Administration