
STUDENT EMPLOYEE JOB DESCRIPTION

JD# 648 LCDI

Supervisor: Joseph Williams

Department: Leahy Center for Digital Forensics (LCDI)

Position Type: Federal Work-Study Program Part-Time Student Employment

Job #: 648 LCDI

Job Level: 2

Pay Rate: \$10.98

Workday Job Title: LCDI Network Administrator Student Employee Level 2

Posted Job Title: Network Administrator Level 2 for The Senator Leahy Center for Digital Investigation (LCDI)

Job Description: Consistent and timely maintenance of LCDI's vast array of information systems is critical to the daily operation of LCDI and its overall mission. This individual will collaborate with the LCDI Network Administration team with normal day to day network operations conducted at the LCDI. The individual will be responsible for general operation of LCDI's networks. This includes the diagnosing / resolving of computer and network related problems that arise as a result of daily operations. Candidates for this position should understand and be able to conduct server management tasks, as well as, monitor and control server based systems. This position will routinely work with the Champlain College Help Desk to coordinate service requests, as needed. This position is considered entry to intermediate level.

Network Administrator duties will include but not limited to the following tasks:

- Apply operating system updates/patches.
- Conduct configuration changes, perform installations and configure hardware/software on each network
- Provide advanced technical support services to other LCDI workforce members, as needed
- Ensure that all technology systems operated by the LCDI are operational and in a ready state.
- Provide support to LCDI Helpdesk Technician and Cybersecurity and Digital Forensics Analysts.

Required Qualifications:

- Proficient in Microsoft Windows based operating systems
- Practical understanding of computer hardware and software
- Basic understanding of computer networks and network configurations
- Basic troubleshooting skills
- Ability to collaborate with the team
- Strong written and verbal communication and social skills
- Attend the weekly LCDI Network Administrator(s)/Helpdesk Technician meeting

Additional Preferred Qualifications:

- Basic technical experience in troubleshooting personal computers and servers
- Knowledgeable or experienced with UNIX, LINUX, and firewalls
- Working knowledge of virtual environments
- Understanding of Active Directory
- Basic knowledge of Windows Domain environments
- All other duties as assigned by the Lead Network Administrator and/or LCDI Leadership

How to Apply: Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>

Approximate Hours per Week: ~6/8 hr/week

Job Location: Miller Center at Lakeside Avenue Campus

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).