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## STUDENT EMPLOYEE JOB DESCRIPTION

JD# 651 LCDI

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Supervisor: Joseph Williams  
Department: LCDI  
Position Type: Federal Work-Study Program  Part-Time Student Employment

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JD#: 651 LCDI  
Job Level: 3  
Pay Rate: \$10.90

**Workday Job Title:** LCDI Network Administrator Student Employee Level 3

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**Posted Job Title:** Network Administrator Level 3 for The Senator Patrick 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 intermediate to advanced 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:**

- 2-3 years of experience as an undergraduate student in the ITS division and/or working with Network Systems
- Proficient in Microsoft Windows based operating systems
- Strong technical experience in troubleshooting personal computers and servers.
- An understanding of file system types and hard disk drive structures
- Working knowledge of Active Directory and Windows domain environments
- Practical and technical understanding of computer hardware
- Knowledgeable with UNIX, LINUX, routers, switches, and firewalls
- Working knowledge of virtual environments
- Ability to work independently and with a collaborate with the team
- Attend the weekly LCDI Network Administrator(s)/Helpdesk Technician meeting

**Additional Preferred Qualifications:**

- An understanding of file system types and hard disk drive structures
- 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>  
[Interview Times](#)

**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).*