

**MARANATHA BAPTIST UNIVERSITY**  
**Job Description**

**JOB TITLE:** Network Administrator

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DEPARTMENT:	Information Technology	SUPERVISOR:	IT Director
EMPLOYEE NAME:		EMPLOYEE CLASS:	S1 Exempt
PREPARED BY:	Ken Banks	REVISED:	May 14, 2026

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**Summary:**

Designs, installs, supports, and maintains the University's network and server systems. Deploys hardware and software solutions; monitors and enhances systems security and performance.

**Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Installs, secures, and manages networking hardware and software.
- Performs network troubleshooting to isolate and diagnose network problems.
- Establishes and maintains documentation about all network assets on campus.
- Manages the University's server infrastructure, including physical servers, virtual servers, and storage network (SAN).
- Creates and manages network user and group accounts.
- Manages data backup and recovery.
- Performs periodic system security audits to ensure PCI-DSS and Insurance compliance.
- Designs, installs, and manages the following:
  - E-mail services
  - Internet services
  - File and various application services
  - Network printing
  - Network connectivity (wired and wireless)
- Manages telephone system infrastructure and management.
- Assists with planning the IT budget, the disaster recovery plan, and direction of the department.
- Advises the Information Technology Director of technical issues.
- Consults with vendor support agencies to resolve problems and determine equipment requirements.
- Answers phones and resolves customer issues when Help Desk staff are unavailable.
- Acts as backup for other IT functions as needed.
- As an employee of Maranatha, you are expected to help accomplish the mission in ways that include but are not limited to: leading students in prayer, giving Biblical advice, mentoring in spiritual matters, helping students develop Christian maturity, and teaching the Word of God. This leadership of students should be accomplished through direct communication with the students, and it must also be accomplished by the example you set in your personal life both at and away from the ministry.

**Other Duties & Responsibilities:**

Other duties may be assigned by the IT Director as needed.

**Supervisory Responsibilities:**

Oversees the work of the Assistant Network Administrator.

### **Qualification Requirements:**

The requirements listed below are representative of the knowledge, skills, or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Education or Experience***

- Minimum four years combined related education and experience.
- Minimum two years related work experience required.
- CompTIA Network+ or comparable network certification strongly preferred.
- Microsoft Certified Solutions Associate (MCSA), Cisco Certified Network Associate (CCNA), or other comparable network certifications are desirable.

#### ***Required Skills***

- Ability to configure the following devices and services:
  - Windows Server 2019+
  - Windows 11, Mac OS X 10.7+
  - VMware vSphere and vCenter
  - Hyper-V and/or System Center Virtual Machine Manager.
  - Storage Area Network (SAN)
  - Active Directory
  - DNS/DHCP
  - Exchange Server 2013+
  - Proxy/filtering server
  - IIS
  - Firewalls
  - VPNs
  - Wireless security protocols
  - Remote Desktop Services/RemoteApp
- Ability to terminate CAT6 cable.
- Ability to utilize algebra and statistics.

#### ***Desired Skills***

- Ability to use or configure the following devices and services:
  - Microsoft Systems Center
  - SQL Server 2008+
  - SharePoint Server 2010+

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee will be tasked with routing cables, which require climbing on ladders and crawling through crawl spaces. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use of ladders is often required as part of job duties.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually low. The job requires some evening and weekend work in response to needs of the systems being supported.

**Evaluation**

Performance of this position will be evaluated by the Information Technology Director under the provisions of this description and the policies of the Maranatha Baptist University Staff Handbook.