

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Network and Telecommunications

Title: Technician

Department: Technology Services

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose:

OBU Technology Services is looking for a full-time Network & Telecommunications Technician who is responsible for configuration, installation, and maintenance of campus video surveillance systems, VoIP systems, and installation of network cabling infrastructure. The position will assist with maintenance, updates, development, and installation of Oklahoma Baptist University's network systems and operations.

Essential Functions:

- Track all time worked each day in the University provided platform by clocking in and out each time work is preformed, and a meal break is taken. Report all missed punches to immediate supervisor for correction.
- Work with immediate supervisor to flex schedule as needed to meet requirements of job without exceeding 40 hours of work in a week whenever possible. Ensure that any overtime worked is approved in advance of being worked.
- Implement, test, and maintain network equipment/infrastructure equipment and change requests as directed by supervisor
- Assist with the design, implementation, and verification of network systems security
- Assist with the installation, testing, and record keeping of all upgrades, patches, and fixes to the network systems, servers and related peripherals
- Lead on installation of VoIP, copper, fiber-optic, (e.g., network hardware, data closets, etc.)
- Test cable and perform basic network and/or VoIP troubleshooting
- Install support structures and VoIP/IT network hardware (servers, racks, j-hooks)

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- Perform maintenance on cabling across entire network including but not limited to fiber repair
- Respond to and troubleshoot 'network down' issues
- Troubleshoot and remedy hardware and infrastructure issues related to VoIP, camera and equipment
- Provide technical support via telephone, e-mail, remote access, or in person
- Enforce, to a reasonable degree, user compliance with written policies and accepted practice related to technology services
- Assist in the preventative maintenance for all University owned network equipment and servers
- Maintain current inventory of all network equipment, location, and all network cut sheet information
- Acquire any knowledge and/or skills needed to perform the responsibilities for this position
- Must be willing to work overtime or must be willing to work hours differing from the usual schedule
- Document all installations completely from end to end
- Develop and fulfill expectations of project timelines and milestones

Other Duties:

- Network Systems Supervisor
- Supervise part-time student workers as required by supervisor
- Must adhere to standard safety practices and pass training necessary for job functions

Required Qualifications:

- High School Diploma
- Provide sound judgment and situational leadership in absence of a supervisor
- Self-motivated with the ability to perform and think clearly in stressful environments
- Develop proficiency with Digital Watchdog (DW) IP/Analog Camera Systems
- Develop and maintain knowledge of relevant networking protocols
- Ability to read blueprints and electrical schematics
- Develop proficiency with Linux and Asterisk command line usage
- Ability to be trained on and safely operate lift equipment
- Working knowledge of network operations, technologies, hardware, and configurations
- Working knowledge of network security practices and implementations
- Proficiency with basic tools is required (e.g., punch down, wire strippers, power tools, etc.
- See and hear sufficiently well and possess the manual dexterity necessary to operate equipment used
- Must be able to set up, stand, bend, and climb ladders
- Must be able to lift and carry objects up to 50 lbs.
- Ability to distinguish color coded wire for network punch down and patch panel work

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Preferred Qualifications:

- Bachelor's Degree or Vocational Education program in IT related field
- Related certifications
- Previous experience with voice, data, and other low power cable installations
- Termination of Cat 6/6A cable
- Pull cable as directed by Network Systems Supervisor and per manufacturer's guidelines

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.

*****Please apply using the link for "Support Staff Applications" on the OBU website at :
<https://www.okbu.edu/hr/jobs.html>**

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other perks and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.