



Job Description

Job Title: Network Specialist

FLSA Status: Non-Exempt

Grade: 8

Department: Administration

Reports to: Director of Information Technology

Job Summary

The Network Specialist will assist in the installation, configuration, maintenance, and troubleshooting of network equipment, endpoint devices and infrastructure while working under the guidance of senior technicians and network engineers. This position will be on-site.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- **Network Installation and Configuration:** Assist in setting up, installing, and configuring network hardware, including routers, switches, firewalls, and other networking equipment.
- **Troubleshooting and Support:** Support troubleshooting network issues, perform diagnostics, and work closely with team members to resolve connectivity issues for both wired and wireless networks.
- **Monitoring and Maintenance:** Monitor network performance and uptime, maintain logs, and support preventative maintenance activities to ensure optimal network health.
- **Documentation:** Document network configurations, maintenance activities, and any troubleshooting steps taken, ensuring accurate and up-to-date records.
- **Technical Support:** Assist the IT support team with network-related issues and provide general technical support to end-users via Help Desk tickets and tasks.
- **Network Security:** Follow established network security policies and protocols, supporting activities like firmware updates and patch management under the supervision of senior team members.
- **Learning and Development:** Stay current with industry trends, best practices, and certifications as recommended by the team lead or IT Director.

- Contribute to the overall success of information technology services by performing all other essential duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- **Education:** Associate's degree in information technology, Network Administration, Computer Science, or related field; or equivalent certifications such as CompTIA Network+, Cisco CCNA, or equivalent experience.
- **Technical Skills:** Basic knowledge of TCP/IP, DNS, DHCP, and networking protocols. Familiarity with networking tools and diagnostic software is a plus.
- **Communication Skills:** Strong verbal and written communication skills for interaction with team members and end-users, eagerness to learn, adaptability, and a collaborative mindset.
- **Problem-Solving Skills:** Ability to troubleshoot basic network issues methodically and escalate complex problems as needed.
- **Attention to Detail:** Ability to accurately document technical processes and follow established protocols.

Preferred Qualifications

- **Experience:** Hands-on experience through internships, labs, or class projects involving network setup, configuration, or troubleshooting, with experience in an enterprise network environment a plus.
- **Certifications:** CompTIA A+, Network+, or similar industry-recognized certifications.

Supervisory and Management Responsibility

- None

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Move 75 pounds from floor to desktop and desktop to floor.
- Prolonged periods of sitting or standing at a desk
- May be required to lift objects in excess of 25 lbs.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

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