



501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926
mercyhurst.edu

Network and Telecommunications Administrator

Location: Erie
Reports To: Assistant Vice President of Technology
Full/Part Time: Full time
Classification: Administrative
Closes: Open Until Filled

SUMMARY

- Monitor system performance and ensure high availability and quality of service.
- 5. User Support and Training:
 - Provide technical support to faculty, staff, and students regarding network connectivity and related issues.
 - Provide technical support to staff and faculty regarding phone configuration, voicemail, and related telecommunications issues.
- 6. Documentation and Compliance:
 - Maintain comprehensive network and telecommunications documentation, including network diagrams, configurations, and procedures.
 - Ensure compliance with university policies, procedurea pji(e)-3 (d)2.2 (u)23 (p)bu.6 (v)0ryd anddcoh wcotv

regularly lift and /or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.