****

**Job Description – Campus Network Administrator**

Department: IT Office Report to: Coordinator of Network& Intelligence Engineer

**Position Summary**

* Responsible for campus network managing.
* Coordinate with campus network plan and building.
* Responsible for campus network management, network security strategy and regulations.
* Responsible for network parameter configuring, controlling access authority of network users and daily campus network maintenance.
* Monitor key network equipment, network port, network physical circuit and prevent Hackers; Report Information Security Incident.

**Qualification**

* Master or above, in Computer or related major.
* Be familiar with campus network.
* Be equipped with hard-working and has effective organization and coordination ability.
* Excellent fluency in both oral and written English.

**Preferred Qualification**

* With overseas education background and relevant working experience preferred.
* CCNP, HCNE, H3CNE (or other authorized certification) or above qualification preferred.
* Intermediate National Computer technology and software professional qualification (related network) or above preferred.

**岗位书 - 校园网络管理员**

所属部门：信息技术中心 汇报机制：网络智能化主管

**岗位职责**：

（1）负责校园网络管理。

（2）配合校园网络规划建设。

（3）负责网络的运行管理，实施网络安全策略和安全运行细则。

（4）负责配置网络参数，严格控制网络用户访问权限，维护网络安全正常运行。

（5）监控网络关键设备、网络端口、网络物理线路，防范黑客入侵，及时向信息安全人员报告安全事件。

**聘任条件**：

必备条件：

（1）硕士及以上学位，计算机及相关专业；

（2）熟悉高校信息化网络管理；

（3）吃苦耐劳，工作积极，有较强的组织、协调能力；

（4）有较强中英文书面和口头表达能力。

优先条件：

（1）有海外留学、相关工作背景者优先考虑；

（2）CCNP，HCNE，H3CNE及相关主流厂商证书者优先考虑；

（3）计算机软考网络相关专业中级以上证书者优先考虑。