



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

OneNet

JOB DESCRIPTION **Network Technician I**

Non Exempt
Position #100199

ESSENTIAL FUNCTION

This individual will provide field network technical support through OneNet Statewide Network. This individual will be responsible for set up of new clients on the network as well as provide technical support for existing clients and perform maintenance tasks on network equipment.

RESPONSIBILITIES AND DUTIES

- Cable installation, connecting 56Kb, T1, DS-3 and Ethernet circuits to bring new clients online.
- Telnet connections to Cisco Routers to verify circuit and port status.
- Assist clients with circuit connectivity and equipment configuration.
- Perform preventative maintenance on CSU, computers, routers and lightwave equipment.
- Assists the team effort to monitor the statewide network around the clock.
- Coordinate with telephone companies to troubleshoot problems with client circuits.
- Assisting with configuration, management, and upgrades to software and hardware at hub sites.
- Perform outside plant cable locates in unimproved, rough terrain as needed.
- Other similar duties as assigned.

QUALIFICATIONS

High school diploma or GED required. Two (2) years college-level courses preferred. Excellent oral and written communication skills required. Ability to communicate and interact effectively with clients on the telephone and in-person required. Must hold a valid Oklahoma driver's license. Some nighttime travel required.

Physical demands include the ability to bend, crouch, stoop, sit and/or lift objects weighing 45 pounds or more. Must use the proper manual equipment including but not limited to dollies and carts. The ability to perform cable locates in rough, unimproved terrain is required. Some extended hours including evenings and weekends for emergency maintenance is required.

Knowledge of basic electronics and telecommunications preferred. Working experience with Local Area Networks, Wide Area Networks and the telephone industry highly preferred. An understanding of TCP/IP communications preferred. The employee must be available by phone before, after and during regular office hours and must provide his/her own cell phone and cell phone service.

SUPERVISION

The employee performs work under the supervision of the Network Installation Manager.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

**Oklahoma State Regents for Higher Education
Human Resources
Post Office Box 108850
Oklahoma City, Oklahoma 73101-8850**

**(405) 225-9230 (fax)
hr@osrhe.edu (e-mail)**