Job Title: Infrastructure and Security Administrator
Department: Information Technology
Reports to: Chief Information Officer
FLSA Status: Exempt

Job Description

This position is responsible for architecting, implementing, and maintaining the college's local network infrastructure, cabling, fiber optic backbone, and wireless network, as well as network routing to off-premise networks. The position also assists the Information Security Manager in protecting these systems from cybersecurity threats. The Infrastructure and Security Administrator is a critical role requiring high technical aptitude and reports directly to the Chief Information Officer.

The primary responsibilities of this position are:

- **Network Infrastructure Management:** The Infrastructure and Security Administrator will architect, implement, and maintain all aspects of the wired and wireless networks, including cabling, hardware, and software, along with a redundant network backbone and internet connections. They will implement network content controls such as content filtering, traffic shaping, and quality of service for all data types, mitigate copyright violations or other illegal activities identified on the network, maintain network routing to off-premise networks, and maintain internet and phone service in campus housing units.
- **Cybersecurity:** This role involves implementing and maintaining security technologies and local firewalls, including hardware and software aspects, to protect the local network infrastructure from cybersecurity threats. The administrator will also create and implement security protocols and policies, monitor systems for suspicious activities, intrusions, security threats, and vulnerabilities, conduct risk assessments and security audits, run network tests and vulnerability scans, and ensure security updates are current across all systems.
- **Vendor and Asset Management:** A key aspect of this position is overseeing vendor support, warranties, leasing, maintenance, licensing, renewals, and hardware refresh of all local network systems.
- **Disaster Recovery and Support:** The administrator will conduct backups and ensure disaster recovery of local network systems, and will develop and maintain a disaster recovery plan for all local operations. This role also provides after-hours support for all areas of responsibility.

To apply, you must have:

- Associate degree, ideally in the Information Technology field, or equivalent experience
- 8+ years of relevant work experience
- Valid, current driver's license
- Technical knowledge as it applies to the management of computer systems and computer networks
- Self-starter with excellent interpersonal communication, writing, and problem-solving skills
- Proficiency in MS Office tools and email, and the ability to learn and use college software
- Ability to maintain a high level of confidentiality

- Ability to manage multiple tasks simultaneously
- Ability to reach, crawl, and climb, and to lift up to 45 pounds occasionally

The candidate must demonstrate strong qualities that will represent the five-fold mission of the College through Academic, Vocational, Christian, Cultural, and Patriotic Missions. This position requires a background check. This is a full-time position with benefits. Please submit an application and resume to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726, or e-mail hr@cofo.edu. No phone calls, please.