

# Lincoln University Job Description

<b>Job title:</b>	<i>Cisco Network Engineer</i>
<b>Department:</b>	<i>Information Technology</i>
<b>Reports to:</b>	<i>Assistant Vice President for Information Technology</i>

## **Job Summary:**

Oversees Lincoln's network infrastructure which includes a large footprint Cisco network (core switch, routers, switches, Internet connectivity, etc.) Supervises systems, software and database professional staff and provides project leadership. Assists the Assistant Vice President for Information Technology by providing vision, leadership, strategic planning, and coordination of administrative and academic information services and technology with particular emphasis on the development and support of network systems.

## **Qualifications:**

- Bachelor's degree in Information Technology or related discipline preferred.
- Cisco certification (e.g., CCNP, CCSP, CCIE) required or proven equivalent skill level.
- Five to seven years of progressive experience in larger scale Cisco networks.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to work without constant supervision, make decisions, and have a good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Hands on experience implementing and maintaining Cisco networking equipment, routers and switches (physical and virtual).
- Experience planning and designing network infrastructure, facility solutions, and installing and troubleshooting such systems.
- Expertise in network design and optimization, including local and wide area networks.
- Knowledge of application installation and administration.
- Excellent oral and written communication skills and ability to translate complicated technical issues for a non-technical audience.
- Must have a high level of professional appearance and demeanor.

## **Essential Duties and Responsibilities:**

- Primary Cisco infrastructure oversight to include installation, configuration, selection, upgrades, etc.
- Co-administers Lincoln's network infrastructure along with the Systems and Database Administrator.

- Performs project management duties including design alternatives analysis, resource planning, lead time assessment, project status, and notification of IT management of issues related to projects supervised or directly performed.
- Performs administrative duties regarding acquisition of software and services, including requisition development and invoice signoff in area of responsibility.
- Supervises or performs maintenance of network hardware and maintains technical documentation.
- Supervises or performs user training for software and systems.
- Coordinates or performs staff technical training as needed.
- Serves as network consultant for IT system users.
- All other relevant duties as assigned.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience and salary requirements.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA 19352

Or

Email: [hr@lincoln.edu](mailto:hr@lincoln.edu)