

Saint Michael's College Job Description

Job Title: Network Engineer

Department: Information Technology

Supervisor or Manager's Title: Associate Director of Information Technology

Date Created: 6/3/2026

Last Revised: 6/3/2026

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Ensures the reliability, performance, and security of the campus network infrastructure and assists in the operation of the critical datacenter and virtualization systems.
- Supports wired and wireless connectivity across the campus environment.
- Collaborates with IT staff to deliver secure, reliable, and high-quality technology services to the college community.
- Participates in ongoing administration, monitoring, and support of the network, infrastructure, and cybersecurity systems.

Essential Duties and Responsibilities:

- Design, implement, maintain and troubleshoot the campus network infrastructure, including switches, routers, firewalls, and wireless systems.
- Monitor network performance and proactively identify and resolve connectivity, capacity, and performance issues.
- Manage network security technologies and implement industry best practices to protect college systems and data.
- Support and maintain physical network infrastructure, including cabling, network closets, and inter-building connectivity.
- Maintain Uninterruptible Power Supply (UPS) systems, including batteries, chassis, monitoring, and preventive maintenance activities.
- Participate in incident response activities and assist in the resolution of network-related outages and security incidents.
- Contribute to technical documentation, standards, procedures, and IT best practices related to networking, wireless technologies, security, email, and infrastructure services.
- Provide operational support for virtualization platforms and server infrastructure, including Nutanix AHV, Windows Server, and cloud-based services.
- Participate in datacenter operations, monitoring, maintenance, patching, backup validation, disaster recovery testing, and business continuity initiatives.
- Collaborate with infrastructure staff on vulnerability remediation and cybersecurity initiatives.
- Maintain technical knowledge through professional development and cross-training activities.

Diversity, Equity and Inclusion Responsibilities:

- Sees the value of cultural, ethnic, gender, and other individual differences in people and helps create an environment that values, encourages, and supports those differences.
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making.
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas and input of others and respects the talents and contributions of all individuals.

Secondary Responsibilities:

- Assist with the administration and support of:

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- Virtualization platforms (Nutanix AHV, and related technologies)
- Windows Server infrastructure
- Microsoft Azure and Microsoft 365 services
- Backup and recovery systems
- Assist with vulnerability management, patching, and remediation efforts using tools such as Tenable, WSUS, and other enterprise security solutions.
- Provide support for infrastructure projects and initiatives as assigned.

Positions Supervised:

- None

Major Contacts:

- Systems Engineer
- Director of Information Technology
- Helpdesk Staff
- Vendors, engineers and sales staff
- Campus community (faculty, staff, students)

Demonstrates Excellence:

- Regularly demonstrates an understanding of the academic and business processes and cycles that they support.
- Regularly demonstrates an awareness and understanding of the impact of the technologies deployed by SMC.
- Regularly demonstrates an understanding of the impact of change on SMC customers and vendors / partners.
- Regularly creates proactive communication plans.
- Regularly brings projects in on time and on budget.
- Demonstrates a willingness to take on new challenges.
- Demonstrates a willingness to take responsibility for failures, both one's own and the team's.
- Regularly demonstrates a commitment to continuous evaluation and improvement.

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- 4 year degree in Information Systems or Network Security preferred
- Experience working with a diverse range of clients, including students
- A minimum of five years' experience working in a networking support/design role

Knowledge, Skills and Abilities:

- Familiarity with Juniper hardware
- Familiarity with Juniper Mist Wireless + Management
- Familiarity with Fortinet firewalls
- Extensive Knowledge of EVPN-VXLAN network design
- Knowledge of routing protocols such as BGP and OSPF.
- Strong desire to continue discovering learn new developments and changes within the industry

Analytic Skills:

- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.

Language and Literacy Skills:

- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.
 - Oral and written communication skills sufficient to accomplish assignments such as preparing and updating best practice documentation, providing information and assistance to customers, and communicating with vendors and consultants
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Computer/Technology Skills:

- Understanding of Microsoft Windows server based environment
- Understanding of firewalls, network switches and wireless technologies
- Understanding of unified communication systems
- Familiarity with Microsoft Office products

Licenses, Certifications and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Ability to adjust focus quickly

While performing the duties of Systems Engineer, occasionally the employee is required to lift 80-100 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- On call responsibilities in the event of an IT emergency
- Some weekend and evening hours (semester openings, incidence based and as requested)

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.