

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Coord Network Services	<b>Job Code:</b>	T43571
<b>Job Function:</b>	Staff	<b>Grade:</b>	216
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	3000 Information Technology Division	<b>Date:</b>	1/1/04;7/11/00

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**Job Summary:**

Support day-to-day operations of Wide Area Network team including documentation, network assignments and cost analysis.

**Essential Functions:**

40% Maintain documentation of all network changes, including IP address assignments and router/switch port assignments. Monitor network bandwidth utilization using SNMP to anticipate problems and future growth.

30% Responsible for cost analysis between the network group and IS front office.

15% Install and maintain web based documentation. Maintain network diagram using Visio 2000 enterprise.

15% Coordinate and assign work to network engineer, maintain logs of work performed.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in a network environment and network design. Working knowledge of database and spreadsheet applications required. Proficiency in the use of web page design and implementation required. Working knowledge of network subnetting and IP addressing required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.