

**Job ID:** #OR-23-11  
**Job Title:** Network Administrator I  
**Department:** Technology Services Centre  
**Campus:** Orillia, ON  
**Status:** Full Time, Permanent  
**Job Category:** OPSEU  
**Salary:** \$37.69 – \$44.99 per Hour

**Date Posted:** September 1, 2023  
**Closing Date:** September 15, 2023

## Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. For the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Lakehead University invites applications from dynamic, creative and enthusiastic IT professionals to join our team. Under the general supervision of the Manager of Data, Voice and Multimedia, the Network Administrator will provide maintenance, configuration, installation and administration of the LAN/WAN, wireless, and phone networks. The overall goal of the Network Administrator is to ensure that network, voice and multimedia services are provided to their full and maximized potential for the benefit of the academic, research and administrative branches of Lakehead University and provides flexible assistance to both the Desktop and Multimedia departments when required.

## Job Duties

- Install, configure and analyze core, edge and wireless network hardware
- Assign DNS addressing, ensuring they follow policy and are communicating only within the requested network domains

# Employment Opportunity

- Create and implement IP sub-netting ranges, VLANs, network policies and data / voice quality of service
- Manage accounts and rights for remote authentication and VPN access
- Develop and implement security access control policies
- Manages adds, moves and changes to the telephone and voicemail systems
- Install, troubleshoot and repair telephone systems either directly or through the use of a third party
- Create and enforce intrusion protection and security protocols
- Prioritize and execute tasks in a high-pressure environment
- Install / terminate infrastructure cabling
- Install, troubleshoot and repair telephone systems either directly or through the use of a third party

## Qualifications

- Post secondary degree related to technology or relevant experience
- Network training certification - CCNP (Cisco Certified Network Professional) preferred
- 4 years experience in the development and maintenance of an enterprise level network
- Excellent written and oral communication skills, paired with the ability work independently or in a team setting.
- 2 years experience developing and maintaining an enterprise level telephony system
- Adept in multi-vendor network equipment programming including: Cisco IOS, Cisco NXOS, Nortel CLI, Fortinet and an overall familiarity with network configuration interfaces
- Detailed understanding of LAN switching technologies, routing protocols, IP services and QoS
- Good working knowledge of Microsoft Windows, Linux, Unix and MacOS operating systems
- Excellent written and oral communication skills

## Working Conditions

- Primarily an 8:30 a.m. to 4:30 p.m. shift, Monday to Friday.
- When required, hours of work may be modified to suit the needs of the University.
- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.



# Employment Opportunity

If you are experiencing any issues with the Google Form, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**