

**The Nevada System of Higher Education
Position Announcement
For
Audio Visual/Network Administrator**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Audio Visual/Network Administrator. This is a renewable, full-time, non-tenured, administrative position and reports to the Manager Audio Visual Operations, Network Services. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The Audio Visual/Network Administrator position is responsible for the a wide range of work at a high level of difficulty transporting, installing, testing, operating, troubleshooting and maintaining complex audio/video and data networking technologies associated with the NSHE NevadaNet Networks, which includes routers, switches, video codecs, MCU's (videoconferencing bridges), Microphone/Sound Systems, Video Production Boards, Projectors and variety of electronic media equipment. This position also provides moderate level data and video network technical support services to NevadaNet network constituents. The position will be located in Las Vegas, Nevada.

SALARY: Grade C

APPROXIMATE STARTING DATE: October 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have a Bachelor's degree from an accredited institution (technical discipline preferred). Additionally, a minimum of two years of direct work experience relating to video and voice communications, AV equipment installation, operation, monitoring, troubleshooting and problem resolution is required. This position requires excellent analytical skills, interpersonal, organizational and communication skills and the ability to work effectively in a collaborative environment. A valid Nevada driver's license is required.

Alternately, six or more years direct work experience relating to data, video and/or voice communications systems/networks coupled with at least two years of formal education or training in a related field may be substituted for the Bachelor's degree as qualifications for this position.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates need to possess the following knowledge, skills and abilities. Applicants should address following items in their letter of application:

- In-depth knowledge of audio/visual production, electronic, digital electronics, electromechanical equipment and the practice and procedures of tele-media services
- Moderate knowledge of video communication networking standards and protocols

- Moderate knowledge/experience in IP wide area data/video network, equipment installation, operation, troubleshooting/problem resolution, testing, monitoring and maintenance
- Demonstrated ability to successfully manage, coordinate, deploy and maintain AV projects and systems
- Experience in creating and maintaining project-related documentation, diagrams, testing plans and deployment plans
- Demonstrated ability to work effectively in a collaborative team environment
- Microsoft (Word, XL Excel & Power Point)
- Ability to read and interpret schematics/service manuals (i.e. electrical, electronic, digital logic, installation and wiring diagrams)
- Ability to interpret, learn and apply work procedures associated with Wide Area Networks (WAN's), wide area and local area network security practices, routing and routed protocols, video codec configurations, video scheduling/control systems, local and carrier network (T1, DS-3, OCx, and higher line rates), Video/Voice over IP, Ethernet, TCP/IP, SNMP
- Ability to work flexible hours and travel statewide
- Ability to work independently without direct supervision or minimal supervision
- Excellent analytical and problem solving skills, the ability to communicate effectively both verbally and in writing
- Ability to perform duties in high profile events in a tactful, professional and objective manner
- Organize and maintain records and reports

PREFERRED KNOWLEDGE, SKILLS and ABILITIES: Successful candidates need to possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in their letter of application:

- Moderate knowledge of data/video/voice communications network design and implementation procedures
- Certified Technology Specialist (CTS) Certification provided by InfoComm or ability to obtain certification within two (2) years of appointment as a condition of continued employment
- Cisco CCENT and/or CCT Certification or ability to obtain certification within two (2) years of appointment as a condition of continued employment
- Superior interpersonal skills to establish and maintain good working relationships, especially with NSHE/BOR Administrative Personnel, SCS Directors/Managers and co-workers; demonstrated ability to be a productive team member
- Ability to operate, repair and maintain audiovisual equipment; advise on the use of electronic media and audio visual equipment and methods best suited to individual needs of the individual/department or project
- Experience researching and providing basic analysis related to new technologies, tools, and methodologies
- Ability to safely move and relocate heavy objects
- Provide assistance and direction to NSHE/BOR/SCS staff regarding tele-media services and its applications; conduct research

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within Network Services:

- Install, test, operate, maintain, troubleshoot and perform preventative maintenance activities in support of NSHE's statewide video and data network
- Monitor NSHE video/voice/data performance to ensure overall network quality and availability
- Technical support for NSHE statewide video network (NevadaNet), System Computing Services and System Administration's Video Conference Board/Conference room Audio/Visual Systems
- Technical Audio/Visual Support for various Board of Regents and System Administration meetings
- Travel statewide is required as necessary to gather information needed for technical analysis and/or preventive maintenance activities necessary to accomplish the desired objectives
- Travel both inside and outside the State of Nevada is required from time to time in order to attend training or to represent SCS at conferences and administrative meetings
- Collaborate with network end users for the purpose of assessing, implementing and training for ongoing customer video network requirements
- Document network and AV systems topologies, asset inventories, technical or historical documentation requirements
- Other related duties as assigned

TO APPLY: The application process will be handled through the Consensus Search on-line search process. The review of application materials will begin upon submission and must include a current resume, detailed cover letter, and names, addresses and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: Applications may be submitted until the position is filled, however, to ensure full consideration, applications should be submitted by **August 28, 2016**.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.