



**COLORADO NATURAL HERITAGE PROGRAM  
POSITION ANNOUNCEMENT**

**TITLE:** Student IT Tech I  
**TYPE:** Student Hourly  
**HOURS:** 20-40 hours/week  
(depending on business need)  
**PAY RATE:** Starting at \$13.50/hr while training Spring Semester 2018, a successful trainee will be promoted to a higher pay grade for Summer-Fall Semester 2018

**How to Apply:** Submit cover letter, resume, and two references to

[CNHP\\_Jobs@mail.colostate.edu](mailto:CNHP_Jobs@mail.colostate.edu)

**Closing Date:** 02-09-2018 or until filled.

**SUMMARY OF POSITION**

*Position will initially be a training position starting at \$13.50/hr. Training will be provided on the job by the existing Student Systems Admin through Spring Semester 2018. At the end of the evaluation period, the successful incumbent will be promoted to a higher salary and will be eligible for regular increases up to IT Tech I grade and salary (\$17.27). Starting date is slated for as soon as possible in Spring Semester 2018, exact starting date is flexible. Duties are to assist the Conservation Data Services Team with the following tasks:*

- Oversee basic network functionality (software and hardware).
- Maintain and troubleshoot a Windows Active Directory environment, as well as Windows and Linux servers (file, print, database, GIS, and web servers).
- Monitor, research, and install MS Windows updates to client machines.
- Recognize, prevent, and respond to network and e-mail related threats (i.e., viruses, spyware, and computer “attacks”). Utilize antivirus software to detect, track, and control virus activity across the CNHP network.
- Manage backups and restores of files.
- Setup, maintain, and troubleshoot CNHP client machines running MS Windows.

- Client machine support including software rollout, security, OS maintenance, e-mail and calendar functions.
- Provide remote data transfer services for CNHP staff and clients via web applications (NextCloud).
- Assist users with remote connectivity to CNHP's network through CSU VPN.
- Assist with maintenance of user permissions for access to various file shares, user groups, email lists, and software packages.
- Maintain and troubleshoot network printers and plotters.
- Maintain inventory of hardware, and software licenses.
- Assist with hardware purchasing for work station, server and network infrastructure needs.
- Work with ACNS to troubleshoot email, network connectivity, and other issues
- Other duties as requested.

### **REQUIRED QUALIFICATIONS**

- Minimum Sophomore, Junior or Senior level in Computer Science, Computer Information Systems, or Information Management OR demonstrated comparable experience.
- At least 1 year experience with server and network management, MS Windows Server 2008R2/2012R2 experience preferred.
- Demonstrated experience and competence administering MS Windows products including Windows 7 and Windows 10 operating systems.
- Demonstrated experience with and/or administering MS Office products (2007, 2010, 2013, Office 365).
- Demonstrated experience and competence with data transfer methods, file compression, file formats, and networking systems.
- Familiarity with FTP and IIS.
- Ability to work flexible hours as necessary.

### **DESIRED QUALIFICATIONS**

- Familiarity with Symantec Backup Exec
- Familiarity with managing Linux servers
- Familiarity with managing and maintaining virtual server infrastructure.
- Familiarity with MS SQL and other database solutions.
- Familiarity with website creation and administration, especially with WordPress.
- Ability to follow instructions.
- Excellent organizational skills, meticulous attention to detail.
- Demonstrated creative problem-solving abilities.
- Excellent oral and written communication skills.
- Self-starter.
- Work study

The Colorado Natural Heritage Program (<http://www.cnhp.colostate.edu>) is Colorado's primary biological conservation information center housed within the Department of Fish, Wildlife, and Conservation Biology of the Warner College of Natural Resources at Colorado State University.

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.