



**WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI**

<b>Job Description</b>	
Job Title	<b>IT Network Administrator</b>
Department	IT Department
Supervisor	Senior IT Manager
General mission	This position will support across a range of school intranet/internet, and it will strengthen the mission and goals of the schools by allowing IT department to be more effective to attend the needs of the current and prospective network structure development.
Key responsibilities	<ol style="list-style-type: none"><li>1) Implements, tests, and maintains a variety of computing network hardware and software system</li><li>2) Maintain connectivity of local area network and wide area network</li><li>3) Create and maintain network documentation</li><li>4) Monitor network equipment availability and health</li><li>5) Manage and escalate service support requests</li><li>6) liaison with third-party vendors and service providers</li><li>7) Provides Technical design and performs implementation of new network</li><li>8) Communicate with a global community of end users and team members</li><li>9) Handles scheduled maintenance on networking equipment.</li></ol>



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Job qualification	<ul style="list-style-type: none"><li>a) Information Technology degree or similar</li><li>b) A minimum of Cisco CCNP with 4 year experience</li><li>c) Good product knowledge of manufacturer Cisco, F5 (LAN/WAN/VoIP/WiFi)</li><li>d) Good knowledge of cabling infrastructure and international norms</li><li>e) Network Project management and ITIL experience</li><li>f) Have a good command of English in both written and verbal</li></ul>
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