San Diego Community College District
NANC JOB DESCRIPTION

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Job Code:	N1540
Original Date:	02/2013
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: Network Assistant

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor or manager, perform a variety of specialized technical support in the design, installation, and maintenance of computer hardware and software in Local Area Networks (LAN), peripheral sharing devices, and Wide Area Networks (WAN).

DESIRABLE QUALIFICATIONS:

Knowledge of principles, practices, and procedures of computers, computer laboratories, and the computer science field; LAN topology, protocol, and specifications; and safety regulations involving computers and electrical equipment. Ability to install and maintain computer equipment, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties. Network Engineer Certification (NEC) preferred.

TYPICAL DUTIES INCLUDE:

- Analyze network data to determine network usage, disk space availability, or server function.
- Configure security settings or access permissions for groups or individuals.
- Configure wide area network or local area network routers or related equipment.
- Evaluate local area network or wide area network performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
- Identify the causes of networking problems using diagnostic testing software and equipment.
- Install and configure wireless networking equipment.
- Install network software, including security or firewall software.
- Install new hardware or software systems or components.
- Provide software training and technical assistance.
- Perform preventive maintenance on equipment.