សាកលវិទ្យាល័យ ពុទ្ធិសាស្ត្រ
UNIVERSITY OF PUTHISASTRA

JOB DESCRIPTION

Position Title	:	**Network Officer**
Department	:	**IT Operation Office**
Report to	:	**Network Supervisor**
Reportee (if any)	:	**IT Manager**
Location	:	**University of Puthisastra, Phnom Penh.**

I. Position Summary:

Network Officer are responsible for maintaining computer networks and solving any problems that may occur with them.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:
- Install computer software and hardware for staff to ensure it followed the IT policies;
- Maintain and repair computer hardware software, printer and scanner to ensure the problem would fix on time after reported;
- Configure, create email and domain account for staff to ensure work continuously;
- Setup computer lab for every semester to ensure student can practice with IT lab environment;
- Setup and manage student's network infrastructure, this to ensure student can access their resource within Student Network;
- Manage and update IP address in the network to ensure network/bandwidth is under control;
- Classroom Support (Student & Teacher) with technical task to ensure a better study experience for student;
- Configure and manage backup schedule for File-Staff server and Staff that resign, this to ensure data is achieve and use when needed;
- Setup network (WiFi, Cable) and phone line for staff, this to ensure staff can connect to the campus's work environment;

III. Minimum Qualifications and Requirements:
1. Experience:
- At least 1 year of experience in IT support.
- Know basic networking knowledge (network cabling, ISO Layer (troubleshooting), Windows configuration).
- Knowledge in Client and Server environment.
- Can speak and write in English.

2. Education:
- At least study in year 3 BA IT Networking.

3. Skills/Competencies:
- Features of Windows both client and server
- And Feature of Linux is a plus

4. Personal Quality
- Commitment, Honesty, Diligent
- Willing to study new thing