

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Professional Services Specialist 4, Comp NE - Infrastructure and Communications (Classified)

**Requisition Code:**

S2200591

**Location:**

Galloway - Main Campus

**Job Category:**

Professional

**Department:**

Information Technology Svs (450001)

**Salary:**

Based on NJ Civil Service Commission regulations and is accompanied by an extremely competitive University benefits

**Work Hours:**

8:30am-4:30pm

**Posted Date:**

12/06/2022

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Under the direction of the Director of ITS Infrastructure and Communications, is responsible for performing technical work with regards to the voice, data, security and audio/visual networks on campus.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

**Responsibilities:**

- Plan, implement and install network equipment necessary to support voice, data, audio/visual and security systems campus wide
- Maintain and troubleshoot network hardware and software problems related to switches, hubs, routers, and the network infrastructure
- Maintain and troubleshoot classroom/meeting room audio/visual equipment
- Responsible for the repair and/or replacement of all voice, network, security and audio/visual equipment including coordination with maintenance vendors for replacement of defective equipment
- Responsible for the repair and replacement of damaged voice and data jacks
- Manage and maintain accurate records in Jira/Confluence, DHCP file and Security logs
- Perform periodic backups of all systems to ensure the recoverability of systems
- Provide training, support and documentation for the student worker staff
- Provide training and support to the campus community related to voice, data, audio/visual and security systems, related software products and operating instructions
- Other related duties as assigned by the Director of ITS Infrastructure and Communications
- Support Stockton University's diversity commitment and strong student-centered vision and mission

Position may require some coverage on nights and or weekends for peak periods, and events.

**Qualifications:**

- Bachelor's degree in Computer Services or related field
- Working knowledge of voice and data communications technology, communications protocols, routing, switching, communications servers and voice processing applications
- One-year experience in the maintenance and troubleshooting of voice, data and audio/visual networks
- Working knowledge of voice and data networking technologies including Ethernet, Microsoft Exchange, TCP/IP, Wireless protocols, and Video Conferencing
- Must be able to lift 25 lbs.

**Preferred Qualifications:**

- Knowledge of Cisco IOS operating system preferred

**Minimum Education Required:**

Bachelor's degree

**Minimum Experience Required:**

One (1) year

**Required Documents:**

Letter of Interest, Resume

**How To Apply:**

Screening of applications begins immediately and will continue until the position is filled.

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF.**

1. A letter of interest describing specific skills and experiences
2. A current resume
3. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.