

**Position Title:*****IT Network Administrator***

The Network Administrator administrates, maintains and troubleshoots network, servers and desktops. He/she works as a team member to provide hardware/software user support to all departments

**Responsibilities include:**

- Maintenance of Windows network
- Troubleshooting of any network issues
- Installation and maintenance of servers, desktops, firewall and VPN, routers, switches, network printers etc.
- Understanding of Internet technologies such as DNS, SMTP, Proxy
- Expertise in applications including Operating Systems, backup software, Antivirus Server, Remote access software, Microsoft Office Suite, Adobe Photoshop, VNC, Active Directory, User Management, Security Management, Exchange Server Tasks and Acrobat.
- Basic to medium knowledge of Microsoft Active Directory Management, User Account Management, Email and Exchange Tasks Management, Using Acronys or Norton Ghost for creating backup images, Network Drive Sharing, ISA Server management, VMWare Virtualization.

**Qualifications include:**

- Masters in Computer Application(MCA)/B.E. in Computer Science/B. Tech Computer Science/Diploma in Computers
- MCSE, CCNA/CCNP is useful
- 2-4 years previous work experience as Network Administrator in similar field
- Must speak fluent English. Hindi is useful but not required
- Good Interpersonal skills

If you are interested in this seva position, please contact the Gurukula Applications office for a more detailed seva description and an application form. Please see the contact information below:

**For students residing in India:**

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