UNIVERSITY OF PUTHISASTRA

JOB DESCRIPTION

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

I. Position Summary:

The Network Officer is responsible for maintaining computer networks, cameras, printers, and projectors and solving any problems that may occur.

II. Duties and Responsibilities: *(Verbs are listed below for reference only)*

The overall job description below outlines the main areas of responsibilities of the Employee:

- Install computer software and hardware for staff to ensure it follows the IT policies;
- Maintain and repair computer hardware & software, printer, scanner, and projector…etc. to ensure the problem would fix on time after being reported;
- Configure and/or create email or domain accounts for staff and students to ensure work continuously;
- Setup computer lab for every semester to ensure students can practice in an IT lab environment;
- Setup and manage student's network infrastructure, to ensure the student can access their resource within the student network;
- Classroom Support (Student & Lecturer) with the technical task to ensure a better study experience;
- Setup network (Wireless, Cable) and phone line for staff, 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 of Client and Server environments.
   - 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