



THE UNIVERSITY of
MISSISSIPPI
JOB DESCRIPTION

Communications Design Specialist

Definition of Class

This position assists in the design of a campus-wide network system, designs departmental and office local network systems, and provides support to network users as needed.

Examples of Work Performed

Works with manufacturers and vendors to determine costs, specifications, and/or functional requirements of network equipment.

Works with telecommunications analysts in developing integration methods and standards.

Evaluates network equipment to verify desired specifications or functional requirements in a controlled laboratory environment.

Processes necessary paperwork for equipment purchases.

Maintains interface with department and office personnel to determine LAN needs and requirements.

Develops standard LAN hardware and equipment list for specific projects.

Monitors network systems to ensure that networks are functioning within design standards; makes adjustments as necessary to optimize performance or repair a fault.

Creates a preventive maintenance schedule; performs preventive maintenance.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Assists with the development and evaluation of campus-wide network systems.
2. Designs departmental and office local area networks.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 100 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to walk; and reach with hands and arms. The incumbent is frequently required to stand; talk or hear; climb or balance; and stoop, kneel, crouch or crawl. The incumbent is occasionally required to sit; and use hands to finger, handle or feel objects.

Experience/Educational Requirements:

Education:

Bachelor's Degree in Engineering, Computer Science, or related field from an accredited four-year college or university.

AND

Experience:

Three (3) years of experience related to the above described duties.

Substitution Statement:

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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