

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

PART 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name 9. Position Number 10. Budget Program Number
 Pittsburg State University

2. Employee Name (leave blank if position vacant) 11. Present Class Title (if existing position)
 Student Internship – Networking (Part Time Temporary)

3. Division 12. Proposed Class Title
 Administration and Campus Life

4. Section
 Information Services

5. Unit

6. Location (address where employee works)
 City Pittsburg County Crawford

7. (check appropriate boxes)
 Full time Perm. Inter
 Part time Temp. %

8. Regular hours of work:
 FROM: 08:00 AM TO: 04:30 PM
 AM AM

HRS USE ONLY

13. Allocation

14. Effective Date

15. By Approved

16. Audit
 Date: By:
 Date: By:

17. Position Reviews
 Date: Date:
 Date: Date:

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

Internship Position for Student with interest in networking and systems

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Tim Pearson	Asst. Director	Unclassified

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Tim Pearson	Asst. Director	Unclassified

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Student will be accompanying and assisting OIS network, telecom, and systems (datacenter) administration employees. Students will learn advanced network concepts (vlans, OSPF, routing and route advertisement, etc.) and their practical application in an Enterprise environment. Students will obtain a basic knowledge of both Cisco and Juniper OS level configuration procedures. Students will also be exposed to and be able to interact with Cisco WiFi Enterprise management tools and will learn about channel spacing, output power calculation and adjustment, performance monitoring, and troubleshooting.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time (not less than 5%)		
Task #	Percent	
1	40%	Assists in the design and deployment of new network infrastructure
2	50%	Configures, monitors, maintains, and troubleshoots existing wired and wireless infrastructure
3	10%	Other duties as required

Signature of Employee Date

Signature of Personnel Officer Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date