



EMPLOYMENT OPPORTUNITY

The University of New Mexico

LAN ADMINISTRATOR

Open Until Filled

REQUISITION #: M42023	POSITION TYPE: Full Time with Benefits
DEPARTMENT: <u>OFFICE OF CONTRACT ARCHEOLOGY</u>	LOCATION: Albuquerque - Main
SALARY: \$2,776.80 minimum to \$3,809.87 midpoint (Monthly)	GRADE: 12

Applications for this position must be submitted using eJOBS (<http://ejobs.unm.edu>), our online application/resume builder.

This posting will remain open until a qualified applicant is identified. In order to provide a minimum posting period, it will not be closed before [Aug-04-2005](#). After this date, the department will continue to accept and review applications as long as the posting remains open.

Please refer to "To Apply" section below for additional application materials required.

POSITION SUMMARY: The successful candidate will be responsible for managing approximately 60 workstations for the Maxwell Museum of Anthropology and the Office of Contract Archeology (OCA), a division of the Maxwell Museum, on the University of New Mexico Main and North Campuses. The primary work assignment will be at the OCA offices (1717 Lomas Blvd., NE on the UNM North Campus) which houses a Novell network consisting of a local server and 35 workstations and associated peripheral devices linked to the UNM tree. It is anticipated that most of the work effort will be at OCA. The remaining time will be allocated to the Maxwell Museum main offices on the UNM Main Campus in the UNM Anthropology Building and adjacent Hibben Center Building. Approximately 20 workstations and peripheral devices, both networked and stand-alone, are housed in these offices. The work sites are three blocks (approximately 12 minutes walking distance) apart. Successful applicants will be expected to be familiar with installation, troubleshooting and component replacement for a diversity of hardware and software types.

MINIMUM QUALIFICATIONS: High school diploma or GED with 5 to 7 years of directly related experience; directly related, completed degrees from accredited institutions may be substituted for experience on a year-for-year basis.

PREFERRED QUALIFICATIONS:

- Certification in Novell Network Administration
- Experience
 - With developing and using data bases (archeological data base experience desired)
 - Using other software products such as HTML, SPSS, SAS,

dBase is highly desirable

- Expertise in using Microsoft Office Suite software, especially including:
 - MSWord
 - Access
 - Excel
 - PowerPoint
- Submission of a list of professional references as specified in the "To Apply" section of the posting

CONDITIONS OF EMPLOYMENT: Refer to [Job Description](#) for Physical Requirements and Working Conditions.

TO APPLY: ALL APPLICATIONS FOR THIS POSITION MUST BE SUBMITTED VIA eJOBS, OUR NEW ON LINE APPLICATION/RESUME. Go to eJOBS, <http://ejobs.unm.edu> to apply.

Per the request of the department your eJOBS application **MUST BE ACCOMPANIED BY A LIST OF PROFESSIONAL REFERENCES** at the time your application is submitted. The list of professional references should be submitted through eJOBS with your application/resume.

For assistance with our application process or help setting up your resume on eJOBS, please contact the Human Resources Service Center at (505) 277-MyHR (6947), email eJOBS_Support-L@unm.edu or come into our Human Resources Service Center at 1730 Lomas NE, Albuquerque, NM 87131.

All eJOBS applications/resumes must be received no later than midnight Mountain Time on the day the posting closes.

[Apply Online](#) [Contact Us](#)

Additional vacancies may be filled by qualified applicants from the pool generated by this announcement. The University of New Mexico is an Equal Opportunity/Affirmative Action Employer and Educator.