
JOB OPENING INTELLIGENCE

COMMUNICATIONS VIDEO TELECONFERENCE SUPPORT

LOCATION: RAMSTEIN AFB, GERMANY

CLEARANCE: Top Secret

DUTIES:

- Serve as IT specialist responsible for managing, operating, and maintaining all USAFE-AFAFRICA video teleconference (VTC) Suites.
- Responsible for scheduling and de-conflicting SCI VTCs, monitoring VTCs and troubleshooting VTC and network equipment when problems occur, in support of USAFE-AFAFRICA/A2 Directorate and supporting staff.
- Administers and maintains assigned VTC operations for approximately 1,000 users operating approximately 1,000 devices across multiple networks.
- Optimizes the functionality and performance of VTC systems and ensures confidentiality, integrity and availability of data for users.
- Keeps abreast of technological advances to ensure optimum VTC services.
- Evaluates existing automated systems and analyzes functionality in the organizational environment and documents systems administration standard operating procedures (SOP) used in daily operations and maintenance.
- Periodically reviews and modifies local system documentation, SOPs and ensures compatibility and compliance with overarching DOD, Air Force and relevant guidance.
- Assist customers with VTC scheduling, coordinates VTCs with the Global Network Operations Center, and manages VTC conference room calendar.

REQUIRED EXPERIENCE:

- Must have at least a Top Secret clearance
- Must have a current information assurance certification to perform information assurance functions in accordance with DOD 8570.01-M, Information Assurance Workforce Improvement Program.