

Wayne State University Information Technology Position Description

Incumbent: _____ **Classification Title:** _____

SSN: _____ **Department:** _____

Supervisor: _____ **Classification Title:** _____

Date: _____

Position Purpose:

Describe in one to two sentences the primary purpose of your position or why the position exists in the organization.

Organization Information:

Describe how your position fits into the context of your department or work unit including your immediate manager, your position, other positions that report to your manager, and if appropriate, positions that you directly supervise. (You may attach a current organization chart that provides this information, if available.)

Organization Relationships	Position Titles	# in Position
Your Immediate Manager		
Your Position		1
Other Positions Reporting to Your Manager		
Positions You Directly Supervise		

If you are responsible for providing technical, project, or other work direction (but not full supervision) for one or more positions, list the positions involved and describe the nature of work direction that you provide.

Key Responsibilities:

In order of their importance, describe up to seven key functions or responsibilities that you perform as a part of your position. Indicate an approximate percent of your time over the course of a year that you spend on each. In general, if you spend less than 5% of your time, the activity is not a key responsibility for the position.

These responsibilities may be described in one sentence including what you do, how you do it, and expected results from the accountability. For example: Code, test, and debug new applications for assigned projects by following design specifications to provide clients with effective information solutions.

#	Description	% Time
1		
2		
3		
4		
5		
6		
7		

Project Responsibilities:

Select up to three typical projects that you have worked on within the last 12 months. Describe the general nature of the project, your role on the project team, and expectations for deliverables from your position. For example: Project to convert student records to new system. I was responsible for leading a team of 5 in developing the conversion criteria, testing the conversion program, and executing the final conversion.

Nature of the Project	Role on the Project Team	Expectations for Deliverables

Key Customers:

Describe up to three of the most important contacts you have with individuals who are your customers. Include the position, nature of your contact, and an approximate frequency(daily, weekly, monthly, occasionally) of contact with that individual.

Position	Nature of Services

Technical Capabilities:

List the most important technical capabilities that your position requires including application software, systems software, platforms, and/or specific business/discipline knowledge.

Additional Information:

Provide any additional information that you believe describes the scope and complexity of your position and its impact on the University or your department.

Incumbent's Signature _____ Date: _____

