

Wayne State University Information Services Management 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: *(Please attach a current organization chart.)*

Briefly describe the mission and role of your department or work unit including services provided, technology utilized, and any other information that will enhance understanding of how the department functions within the organization.

List all positions that you supervise (hire, fire, performance appraisal) and provide the number of incumbents in each position. Include positions that you supervise indirectly through supervisors who report to you.

Position Titles	# in Position

If you are responsible for providing technical, project, or other work direction (but not full supervision) for one or more positions, list the name of 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: Manage the design and implementation of effective applications for assigned departments by working with customers to define information requirements and leading technical staff in their development and implementation.

#	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

Scope Data:

Provide current scope data for the following:

Year:

	Direct	Indirect:	Total	
Employees:				
	Direct	Indirect	Total	
Contractors:				
	Payroll	Contractors	Other	Total
Operating Budget:				

Describe other measurable ways that your position impacts the University's operations by indicating what the measure is and how your position impacts that measure.

Key Customers:

Describe up to three of the most important contacts you have with individuals who are your customers. Include the position and the nature of your contact with that individual.

Position	Nature of Contact

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: _____

