

GEORGETOWN UNIVERSITY		PIN:
INFORMATION TECHNOLOGY POSITION DESCRIPTION		Date:
JOB CLASS TITLE:	CONSULTANT/ADVISOR	
Possible Functional Titles:	System Security Agent; Faculty Support Specialist Technology Advisor; Departmental IS Consultant	
Please check one:	<input type="checkbox"/> New	<input type="checkbox"/> Revised <input type="checkbox"/> Updated for files only

A. General Information:

Name of Incumbent:		
Class Code: 2266	Departmental Title:	
Supervisor (Name, Title and Phone):		
Home Dept.#:	Dept. Name:	
Cost Center(s):		
Is this a Term position?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Exp. Date:
Number of months per year:	Number of hours per week:	

B. Position Summary: *This should explain why the position exists.* Choose **one** level only which describes how the position functions 80% of the time.

<p><input type="checkbox"/> Intermediate level: by performing semi-complex, relatively varied tasks, a position at this level provides the University community with expertise and guidance in the acquisition, use, development, and access of software &/or hardware to meet the computing needs and goals of that individual, group, or department. Position participates in the resolution of issues and solving a range of problems by searching for answers within an area of learned things. Requires advanced planning skills and technical knowledge. Incumbent will receive little guidance and only periodic direction from supervisor.</p> <p><input type="checkbox"/> Advanced level: by performing complex, intricate tasks, a position at this level provides the University community with expertise and guidance in the acquisition, use, development, and access of software &/or hardware to meet the computing needs and goals of that individual, group, or department. Position final accountability to resolve issues and solve a wide range of problems requiring analytical, interpretive, evaluative or constructive thinking. Requires advanced planning skills and technical knowledge. Incumbent will receive little guidance and periodic direction from supervisor.</p> <p><input type="checkbox"/> Senior level: performs very complex, very intricate and varied tasks to provide the University community with expertise and guidance in the acquisition, use, development, and access of software &/or hardware to meet the computing needs and goals of that individual, group, or department. Position has final accountability to resolve issues and solve a wide range of problems requiring a high level of analytical, interpretive, evaluative or constructive thinking. Requires advanced planning skills and technical knowledge. Incumbent will receive little guidance and periodic direction from supervisor. May coordinate and direct large projects. May supervise others with similar skills.</p> <p>Could provide support to areas, groups, or departments with the location of technology resources or technology development specific to stated needs.</p>
--

C. Organizational Characteristics: Reporting relationships affecting the position. Please attach organizational chart.

--

D. Principal Accountabilities: Select only those duties which directly apply to the position you are describing. You may expand on duty statements for clarity. You may add duties which are not listed, but which you feel are important. List each responsibility and indicate percentage of effort (time) required. Percentages must equal 100%. You must indicate whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes. Please check whether task is performed (D)aily, (W)eekly, (M)onthly or on a (P)eriodic basis.

1. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide consulting, coordination, and technical assistance to enable an individual, group or department to solve computing problems, and optimize resources.
2. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May be responsible for ID/account creation, distribution and suspension for individuals, groups and resources, including but not limited to email, network access, administrative application, experimental servers, telephone authorization, etc.
3. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May respond to request for access by visiting researchers, contractors, special program participants and other affiliated individuals.
4. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May be responsible for coordinating with other appropriate University departments to maintain on-going identity and security profiles for the Georgetown community.
5. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Recommends appropriate software/hardware to enable an individual, group or department to achieve its purpose and goals.
6. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Investigate emerging technologies, keep abreast of technological change and experiment with new strategies for optimizing the development and use of computing resources.
7. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May coordinate with vendors for the availability, acquisition, warranty and repair of hardware/software to meet the needs of a specific community.
8. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May develop or modify, maintain and update documentation to educate and assist the user in understanding, and effectively using available resources. This could include installation guides, update guides, troubleshooting guides, and external resources.
9. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May communicate to the University community about software site-license options available to them and provide the mechanisms to take advantage of such licenses as efficiently as possible.
10. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May be responsible for orienting, educating, and supporting the community in becoming acclimated to the evolving technology environment; providing instruction in the skills necessary to function in the technology environment.
11. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May advise members of the University in the development of new resources and the effective use of existing resources to enable them to more effectively achieve the goals of their departments and programs.

12. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May consult with faculty on ways to incorporate resources into their teaching and research.
13. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	May participate in high-level research and development activities.
14. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
15. (%) <input type="checkbox"/> E <input type="checkbox"/> NE <input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	

E. Dimensions:

Number of Persons Supervised: Direct:	Indirect:
Number of Students Supervised: Direct:	Indirect:

Leadership: Check the most descriptive statement for the job as a whole.

<input type="checkbox"/> 1) “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others. <input type="checkbox"/> 2) “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks. <input type="checkbox"/> 3) Supervisor: <u>participates</u> in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks. <input type="checkbox"/> 4) Supervisor: <u>solely responsible</u> for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. This person will be evaluated on these decisions. <input type="checkbox"/> 5) Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority. <input type="checkbox"/> 6) Not applicable to this position.

Complexity of Work: Check the most descriptive statement

<input type="checkbox"/> 1) Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant. <input type="checkbox"/> 2) Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent. <input type="checkbox"/> 3) Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required. <input type="checkbox"/> 4) Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other.

Freedom of Action: Check the most descriptive statement

<input type="checkbox"/> 1) General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor. <input type="checkbox"/> 2) Very General Supervision: Resolves most questions, accomplishes most tasks without guidance. <input type="checkbox"/> 3) Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor. <input type="checkbox"/> 4) Plans, develops, and implements functions/projects for functional unit(s) or team(s). <input type="checkbox"/> 5) Other (explain):

Impact: Check the most descriptive statement

<input type="checkbox"/> 1) Decisions could positively or negatively affect the immediate work, individual user or group of users. <input type="checkbox"/> 2) Decisions could positively or negatively affect a large group of users, entire department, or networked systems. <input type="checkbox"/> 3) Decisions could positively or negatively affect multiple departments. <input type="checkbox"/> 4) Other (explain):

Interactions: *Check the most descriptive statement and describe contacts*

- 1) Exchange basic information and normally requires ordinary courtesy and effectiveness in informing others.
 - 2) Exchange and interpret information requiring understanding to influence others.
 - 3) Exchange, analyze, and interpret information requiring various approaches to influence others.
- Describe the people with whom this position has regular contact. Identify level and title of GU positions or describe persons outside GU:

Fiscal Responsibility:

Budget responsibilities (creation or disposition) or salary dollars:

Capital inventory affected:

Physical Working Conditions: *Describe physical environment, lifting, walking, fumes, odors, etc.*

F. Minimum Qualifications:

Academic Level: High School College Bachelor's Master's Doctorate
Degree Program (list):

Practical Experience in Years:

- 1) Intermediate level: 3-5 years work experience in
- 2) Advanced level: 5-7 years work experience in
- 3) Senior level: 7+ years work experience in

Technical Qualifications or Specialized Certification:

Other Skills:

G. Additional Information About this Position:

Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.

H. Signatures:

Incumbent:

Supervisor:

Dept. Head or Authorizing: