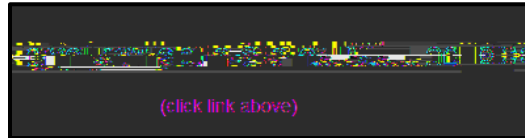


CREATE and FILL a Classified Position Description



Instructions:

- 1) Login: jobs.wichita.edu/hr



12) Classification Section

This section allows you to select the classification of the position. Questions on classification go to Libby Gilbert in Human Resources. To select the Banner classification for the position, you have one of two options:

Find the Classification Title in the list and click the radio button to select it

OR

Click [Filter these results](#) at top of list to narrow your search

Click [Next](#)

Preferred education †
degree in Accounting or related field)

Preferred experience † if they qualify (example: * 5+ years
experience in an office setting)

For what purpose, with whom and how frequently ? (example: * The majority of contacts are made
with Physical Plant personnel for the purpose of exchanging work-related information.)

Regular hours of work (example: 8am-5pm Monday-Friday, two nights a week until 7pm)

Environmental Factors (example: temperature fluctuation)

List machines or equipment used regularly in the work of this position Computer, copy machine, etc.

Which statement best describes ? This is required by the State of Kansas

Please give examples of consequences...

Posting Date Click in the box to use the calendar feature. You may enter that you want the position posted as soon as possible, if you want.
Closing Date Do not put a closing date if you want it to be open until filled
Classified must be at least 10 calendar days (all calendar days count)
Unclassified must be at least 7 days for regional or 14 days for national
Open Until Filled? @ ' @
Proposed Start Date Click the box to use the calendar feature.
Special Instructions to Applicants o h
Internal Comments Optional field if you need to give information to approvers
External Advertising Sources Select all that apply
Please list any other advertising sources If you did not see it in the list above
Advertising Copy Copy/ paste part of the gray text into field, which is required in all advertising copy when advertising outside of the WSU website

19) Supplemental Questions Section

V @ j k 7
Section to add supplemental questions and skip this section.
Click **Add Question**
Select from Category drop-down to filter questions or scroll through pages to find questions by clicking
V

