


## CREATE and FILL a Unclassified/Faculty Position Description



### Instructions:

1) Login: [jobs.wichita.edu/hr](http://jobs.wichita.edu/hr)



- 2) Ensure you are signed-in as "Admin" or "Admin G" – Admin for Non-Grant, Admin G for Grant position. Make sure you click the  button. (The Org code of the position will determine whether it is non-grant or grant. Call HR if needed.)
- 3) Ensure you are in "Position Management" module

4) Click "Position Descriptions" tab

5) Select "Unclassified/Faculty"

6) Select "Create New Position Description"



7) Click "Non Grant Create & Fill" for a non-

## 12) Classification Section

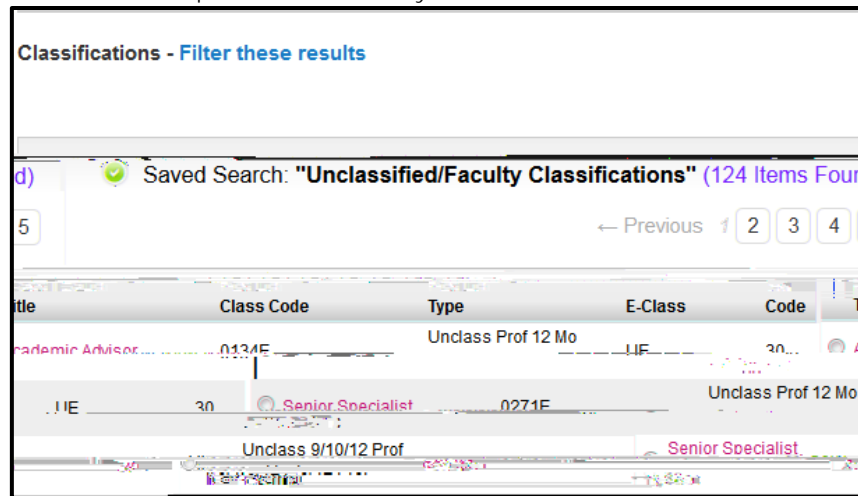
This section allows you to select the classification of the position. Questions on classification go to Libby Gilbert in Human Resources. To select the Banner classification for the position, you have one of two options:

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**



The screenshot shows a web interface for searching classifications. At the top, it says "Classifications - Filter these results". Below that, there is a "Saved Search: 'Unclassified/Faculty Classifications' (124 Items Found)" with a green checkmark icon. A pagination bar shows "5" and "← Previous 1 2 3 4". Below the pagination is a table with the following columns: Title, Class Code, Type, E-Class, and Code. The table contains several rows of classification data, including "Academic Advisor" with Class Code "0134E", "Senior Specialist" with Class Code "0271E", and "Unclass 9/10/12 Prof".

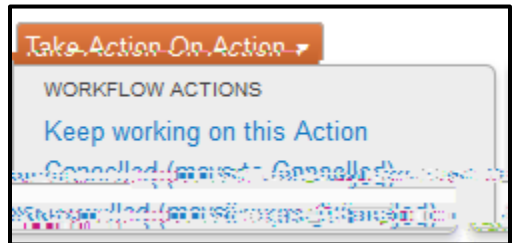
Title	Class Code	Type	E-Class	Code
Academic Advisor	0134E	Unclass Prof 12 Mo	UE	30...
Senior Specialist	0271E	Unclass Prof 12 Mo		
Unclass 9/10/12 Prof				Senior Specialist

## 13) Supervisor Section

Sometimes Admins do not know who the Supervisor of the position is. This is not a required section. To select the Supervisor for the position, you have one of two options:



Closing Date



A screenshot of a software interface showing a workflow action menu. The menu is titled "Take Action On Action" and lists "WORKFLOW ACTIONS". The first option is "Keep working on this Action". Below it, there are several options that appear to be "Cancelled" or "Cancelled" with a red 'X' icon, but they are heavily distorted and illegible.