CREATE and FILL a Unclassified/Faculty Position Description

Instructions:

1) Login: jobs.wichita.edu/hr

(click link above)

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"

Create New Position Description

7) Click "Non Grant Create & Fill" for a non-
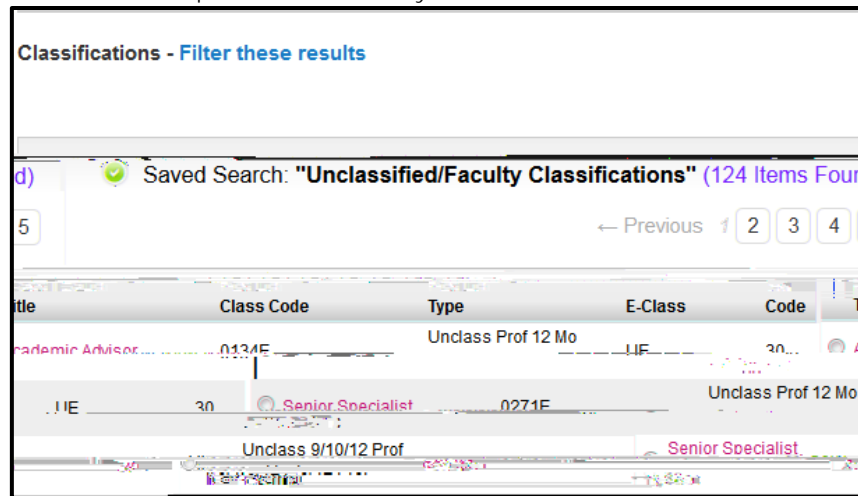
12) <u>Classification Section</u>

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

Classifications - Filter these results

Saved Search: **"Unclassified/Faculty Classifications"** (124 Items Foun

← Previous 1 2 3 4

itle	Class Code	Type	E-Class	Code	T
cademic Advisor	0134E	Unclass Prof 12 Mo	UE	30	A
UE	30 Senior Specialist	0271E	Unclass Prof 12 Mo		
	Unclass 9/10/12 Prof		Senior Specialist		

13) <u>Supervisor Section</u>

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