CREATING GRANT-FUNDED POSITION DESCRIPTION

Follow the steps below in order to submit a Position Description for review in Islander Jobs.

CREATION OF POSITION DESCRIPTION ACTION

1. In Islander Jobs, ensure current group is Hiring Manager.
   - If hiring manager group not available, contact HR Specialist.
2. On top right-hand corner, use drop down and select the Position Management module.
3. Hover over Position Descriptions and click on ‘Staff’ drop down item.
4. Click on the orange button (+ Create New Position Description).
   - Menu will pop up to choose the PD action you would like, click on New Position Description.
   - Add the Working Title, Location: TAMUCC, Division, Department: Select as appropriate.
   - Select Start PD Action after completed.

POSITION DESCRIPTION ACTION

On the left of the screen are the pages you will navigate by clicking on the page title or using the Next button. You can also use the back and forward buttons on your browser. Click on “Save, Prev, or Next” to preserve your information. (The green checkmark indicates all required fields are populated.)

1. Position Justification
2. Position Title Details
   - Select appropriate title using the search function to search the classifications for the most relevant title. If unsure of the title, use Title Code 9999 and HR will assist.
3. Position Duties
   - Enter 3-5 major responsibilities/duties of the position that will equal 100%.
4. Employee Information
   - Will remain vacant at this time.
5. Position Details
   - Provide a brief description that states the primary purpose for the position.
6. Training
   - If no additional training will be needed. Leave blank.
7. Budget Information
   - Enter PIN as 99999. Modify all other fields as appropriate.
8. Supervisory Position
   - If faculty member is supervisor, name will not be available.

ROUTING FOR POSITION DESCRIPTION ACTION

All position description actions must follow the approval process below.

Hiring Manager → HR → Grants → Budget → Approved