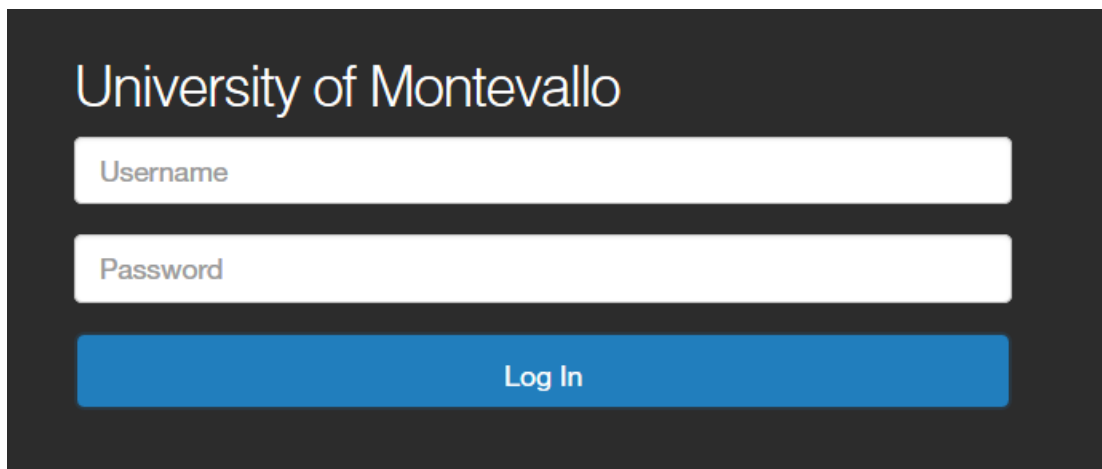


Creating a Student Employee Job Description

Accessing PeopleAdmin

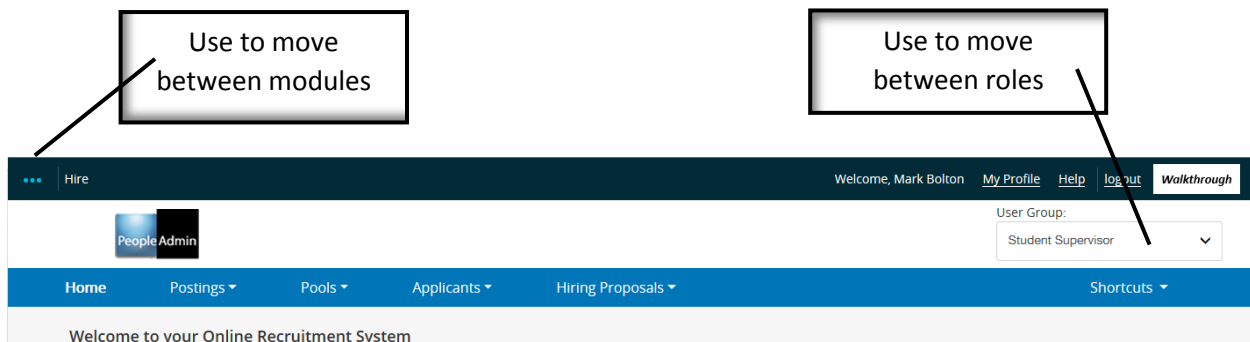
1. Open a web browser: Firefox, Safari, Chrome, or Internet Explorer (version 8 or higher).
2. Navigate to <https://jobs.montevallo.edu/hr>
3. Enter your user name and password. These are the same as your UM network login and they are case sensitive.
4. Click on "Login."



The image shows a login form for the University of Montevallo. It features a dark background with the university's name at the top. Below the name are two white input fields: one for 'Username' and one for 'Password'. At the bottom of the form is a blue button labeled 'Log In'.

Navigating PeopleAdmin

1. Once you are in PeopleAdmin, you will need to access the Position Management module to create a job description. (Other options include: Applicant Tracking and Performance.) The banner at the top of the page will be orange when you're in the correct module.



The image is a screenshot of the PeopleAdmin navigation bar. It shows a dark blue header with the 'Hire' button on the left and 'Welcome, Mark Bolton', 'My Profile', 'Help', 'Logout', and 'Walkthrough' on the right. Below the header is a white navigation bar with the 'PeopleAdmin' logo and a 'User Group' dropdown menu set to 'Student Supervisor'. A blue navigation bar contains links for 'Home', 'Postings', 'Pools', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. A grey banner at the bottom says 'Welcome to your Online Recruitment System'. Two callout boxes with arrows point to the 'Hire' button and the 'User Group' dropdown menu.

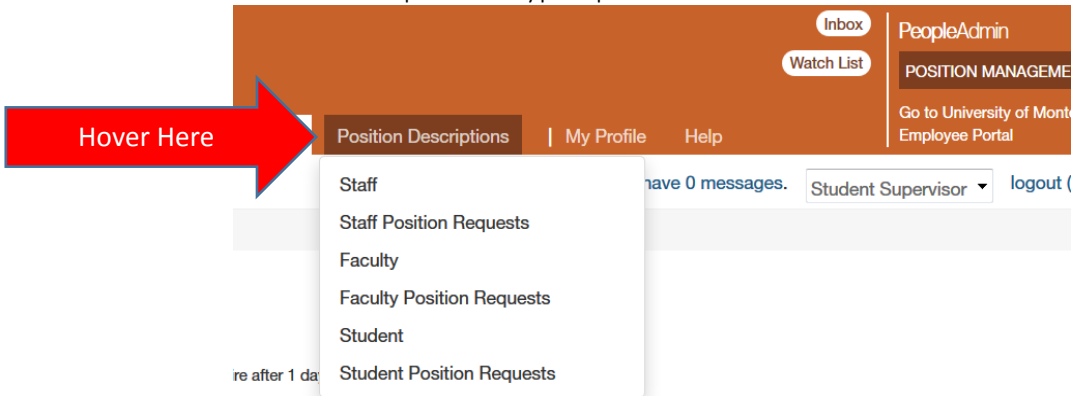
Use to move between modules

Use to move between roles

2. You will also need to change your user group/role to Student Supervisor using the drop down box to the right of your name.

Creating a New Student Position Description

1. To create a new position description hover your cursor over the Position Descriptions tab to reveal the position type options and click on "Student."



2. Click on the orange create new position description button.



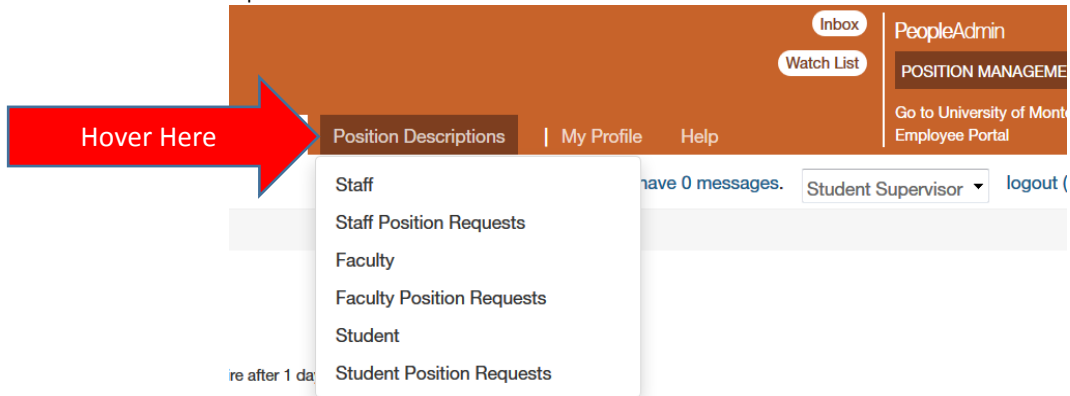
3. Click "New Student Position Description."
4. Input the title of the new position and the division, college and department information.
5. Click on the orange button "Start Position Request."
6. Enter the position's information into each of the data fields. Fields marked with an asterisk are required fields.
7. When all required information has been entered, click "Next."
8. You may now click on "Take Action on Position Request" to forward the newly created Job Description to HR for approval. Or you may save the job description for your personal future review and revision.



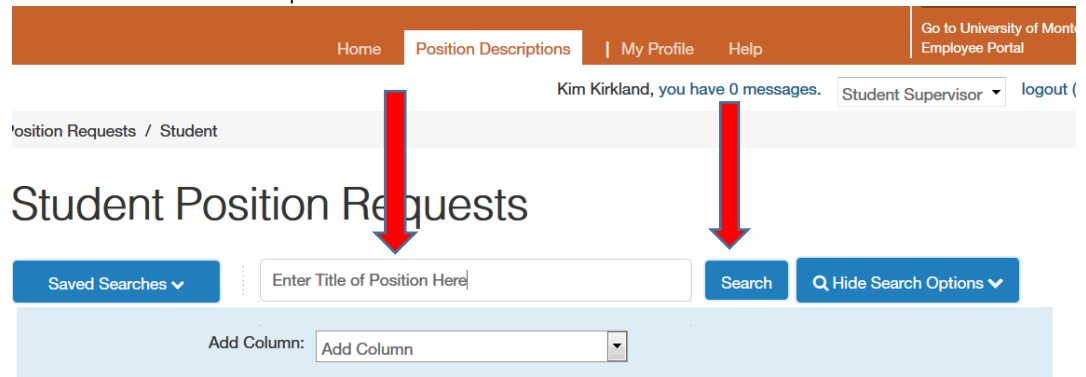
9. The Manager of Student Employment may approve the job description for use, or return it to the creator for correction. Once approved, the Job Description is stored into your library.

Modifying an existing Student Position Description

1. Refer to Accessing People Admin and Navigating People Admin sections on page 1.
2. Search for the position description you wish you modify.
 - a. Hover your cursor over the Position Descriptions tab to reveal the position type options and click on "Student."



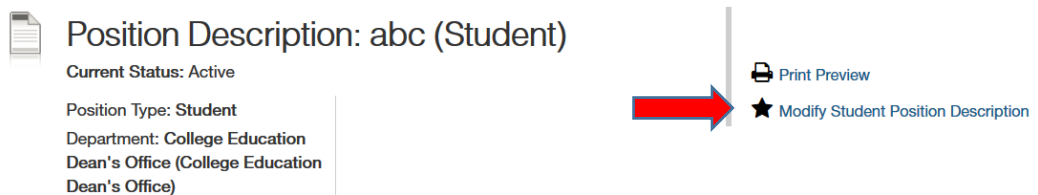
- b. Enter the title of the position and click on "Search."



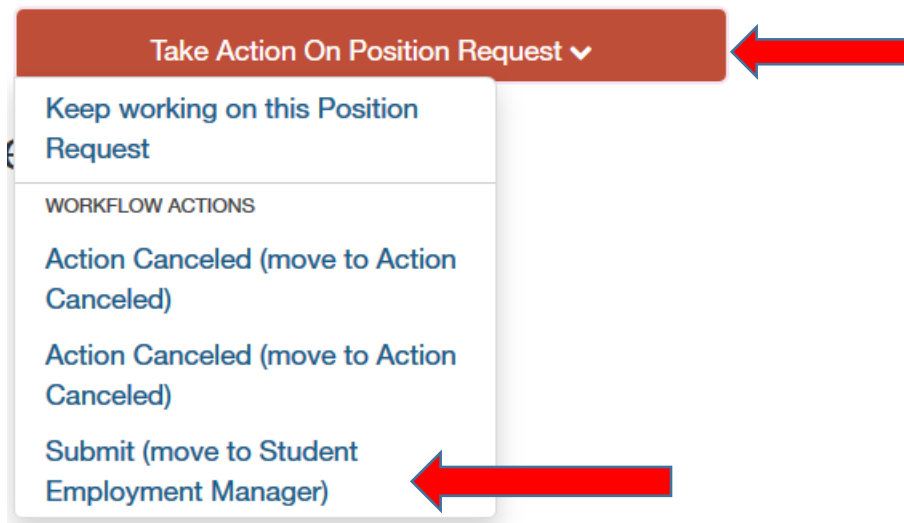
- c. Review the search results and click on the title representing the position to be modified.

Job Title	Department	Last Status Update	Status	
abc	College Education Dean's Office	June 22, 2017 at 02:36 PM	Student Employment Manager	Actions

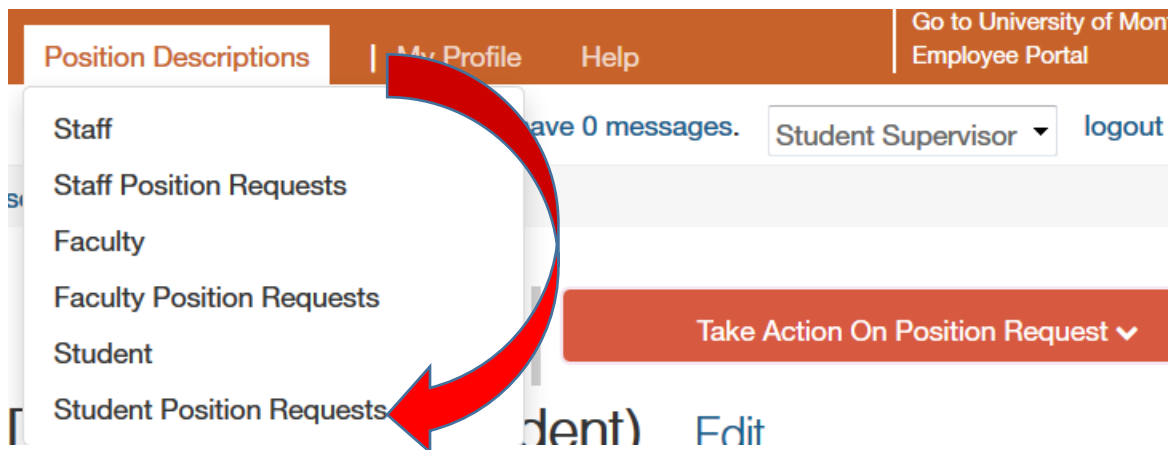
3. Click on "Modify Student Position Description."



4. Make the desired changes in the information boxes; click “Next.”
5. Click on “Take Action on Position Request” and select, “Submit (move to Student Employment Manager) for approval.



Until the position description is approved by HR you can only view the modified position description by selecting the “Position Descriptions” tab, then “Staff Position Requests.”



6. Once the Position Description is approved by Human Resources, it is stored in the creator’s Job Description Library.

Human Resources’ Office of Student Employment will facilitate the posting of vacant positions using approved Job Descriptions. Student Supervisors should contact the Office of Student Employment via email (boltonmw@montevallo.edu) to begin the posting process.