

Edit a Current Position Description

1. To make changes to an existing position description, select **Manage Position Descriptions** in the Side Menu or from the dashboard.
2. Click on the **Edit** (blue text) to the right of the position description you wish to change. You can also view the position description or recruit directly for the position from this screen.

The screenshot shows the 'New position description' form in the PageUp system. The form has several input fields and dropdown menus. At the bottom, there is a table with columns: PD No., Classification Title, Position Number, Employee Name, Supervisor Name, Date modified, and Approval status. The table contains one entry: PD-10, Admissions Counselor - TEST, Mar 24, 2023, Draft. To the right of the table, there are three links: 'Edit', 'Recruit for position', and 'Archive'. A purple arrow points to the 'Edit' link.

3. Scroll to the bottom of the screen and click the **Update PD** button.
4. Click **OK** in the pop-up window that appears.

POSITION INFORMATION (*=Required)

In the Position Information section, please select the **Type of Action Requested**. (Note: This field is for informational purposes only and does not define approval process or workflows.)

The definitions are as listed below.

- **Create a New Position Description** – This is selected if creating a position description for the first time.
- **Update Position Description to Post** – This is selected if modifying the position description to post a job.
- **Update Position Description (no posting)** – This is selected to make minor updates to position that does not necessitate a compensation review.
- **Reclassification / Significant Changes in Duties** – This is selected when updating a position description for a reclassification study.
- **Interim Assignment / Additional Duties** – This is selected to assign interim or additional duties to an existing position description.
- **Title Change** – This is selected when modifying the position title.
- **Salary Change** – This is selected when changing the salary for a position.
- **Employment Status Change (part-time to full-time)** – This is selected when the employment status is being changed, whether part-time to full-time or full-time to part-time.
- **Change Funding Source of Position** – This is selected when changing the funding source for a position.

Users with the appropriate permission level can revise the current position description. In many fields, you can begin typing in a field to make the changes.

Effective Date – Enter the approved effective date.

Additional Information – Reason for the Request (*) – Provide any additional context that supports the requested action.

Title (*) – Enter the desired title of the position.

Division (*) – Select the Division this position belongs to in the organization.

Department – Select the Department this position belongs to in the organization.

Sub Department – If available, select the Sub Department this position belongs to in the organization from the options available. If the position does not belong to a sub department, make no selection.

Team – Default value. No action is required.

Current Employee – If known, enter the name of the current employee and click the magnifying glass to find the person from the directory.

Position Type (*) – In the dropdown list, select whether the position is Staff Full-time, Staff Part-time, Faculty Full-time, Adjunct, or Temporary.

Hours per Week – Enter a numerical value.

Days of the Week Scheduled to Work – If known, enter the range of days that the person is expected to work each week (e.g., M-F). If unknown, leave blank.

Required to be on Campus During Core Hours – If known, please select Yes or No on the radio buttons. Elon core hours are Monday through Friday from 8:00 am to 5:00 pm.

Adjusted Work Hours and Location Description – If known, you can add additional details.

Months per Year – Select a number between 1 and 12.

Funding Source (*) – Enter your funding source number and search using the magnifying glass to populate the cost center in this field.

Salary Request – If known, enter the salary request for the position.

POSITION DETAILS

Please describe as clearly and concisely as possible all information that would be important to fully understand the role and scope of the position. This includes the minimum levels generally necessary to effectively handle the job's essential functions, plus the preferred levels for education and work experience.

In the Position Details section, users with appropriate permissions can enter or edit the following details:

- **Division Description** – This field is used to indicate where the position is situated within the organizational structure.
Example: "The Human Resources Information Systems Analyst position falls under the Division of Finance and Administration in the Office of Human Resources. This position reports to the Director of Human Resources Information Systems and Data Analytics."
- **Position Summary** – This field is used to describe the overall responsibilities of the position.
Example: "The Custodial Supervisor position is responsible for providing leadership, planning, and direction. A Custodial Supervisor oversees events and work crews to ensure procedures are being followed and to maintain the high standards of the University's cleanliness. The Custodial Supervisor also ensure proper training is complete."
- **Minimum Required Education and Experience (*)** – Enter or edit the minimum required education and experience.
- **Preferred Education and Experience** – If known, enter or edit the preferred education and experience qualifications.
- **Required Other Training, Certifications, or Licensing** – If needed for the position, enter or edit the required other training, certifications, or licensing.
- **Knowledge, Skills, Abilities** – If known, enter or edit the required knowledge, skills, and abilities. If known, you may add the preferred qualifications.

POSITION DUTIES

On the specific job duties, you must click **Edit** to revise the duties / responsibilities or the percentage of time for each duty.

POSITION REQUIREMENTS

This section describes the supervisor responsibilities of the position.

This position supervises others – If known, select employees, students, both or none.

List of Positions – If known, type in the position titles of all the positions that are supervised by the current position that you are editing.

Supervision Details – Select employees, students, both or none for the following fields:

- This position gives guidance, work direction and training to others, but does not hire, terminate or do performance appraisals.
- This position gives guidance, work direction and training to others, does not hire, terminate or do performance appraisals.
- This position supervises non-supervisors, including hiring, terminating and conducting performance appraisals.
- This position supervises supervisors, including hiring, terminating and conducting performance appraisals.

Some Evening and Weekend Work Required – If the answer is yes, describe the details of the evening and weekend work in the text box.

On-Call Required – If the answer is yes, described the on-call requirements in the text box.

Travel Required – If the answer is yes, described the travel requirements in the text box.

PHYSICAL AND ENVIRONMENTAL DEMANDS

1. Following the prompts on the screen, answer the questions with None, Rarely (<33%), Frequently (33-66%), or Most of the Time (>66%).
2. After answering the lifting or force pound requirements, please make notes on the specific job duties that require the physical demands selected.
3. Next, answer the questions related to the working conditions with None, Rarely (<33%), Frequently (33-66%), or Most of the Time (>66%).

USERS AND APPROVALS (*=Required)

1. Search for the appropriate Hiring Manager name and then click the magnifying glass to search for the person's email address. If found, the user's email address will appear in a blue box.
2. If multiple users have the same name, a search screen will pop up alerting you that multiple users were found based on your criteria, please select a user from the choices.
3. For the **Approval Process** required field, select the appropriate process, such as **Staff Approval**. Using the same search function as described immediately above, type in the appropriate names of the individuals who must approve the new position description. **Note:** Some name fields will default to the designated person for that category of approver.
4. Selecting **Save** or **Save and Exit** at the bottom of the page will initiate the approval process.