

Creating a New Position Description Instructions for Student Supervisors

1. Login using your ATS log in and password. <https://jobs.indstate.edu/hr/sessions/new>
2. Make sure that you are on the **Position Management** side (orange header) of the Applicant Tracking System.
3. Check to be sure that your User Group is set to **Student Supervisor**.
4. Click on the **Position Descriptions** drop down menu and select **Student**.
 - a. If you would like to review the job titles that are already in use prior to creating your position description select the **Job Titles** tab.

The screenshot shows the Position Management dashboard. The left sidebar has 'Position Management' circled in red. The top right shows 'User Group: Student Supervisor' circled in red. The main area has 'Position Descriptions' and 'Job Titles' tabs, with 'Student' selected under 'Position Descriptions'.

5. Select **Create New Position Description**.

The screenshot shows the 'Student Position Descriptions' page. The 'Create New Position Description' button is circled in red. Below the button is a table of active position descriptions.

Banner Position Title	Banner Position Number	Banner Position Suffix	Supervisor	Status	Department	Actions
STATE Works Student Employment Programs Student Assistant	U04259	04	Career Services Executive Director (Tradara McLaurine)	Active	Career Center	Actions

6. The Organizational Unit information will be populated based your user information. If this is incorrect, please contact Student Employment Programs.
7. Enter a new Banner position title. This will be the student’s job title.
8. If you would like to **Clone** an existing Position Description you may do so by selecting the job description you would like to use from below the question, “Clone an existing Position Description?”.
9. After you have entered all of your information select **Start Position Description Request**

New Position Description

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

Banner Position Title *

Organizational Unit

Division * University Engagement (Division)

College * No College Designated (University Engagement)

Department * Career Center

Start Position Description Request Cancel

Clone an existing Position Description?

Active Position Descriptions X

"Active Position Descriptions" 8

10. This will bring up the Editing Position Description page. The first page is for **Job Title**. Since a brand new job title and position description is being created, your job title will not be in the list provided. Please press the “Next” button.
11. Complete all required fields highlighted in red on the **Position Details Information** page: Job Category, Job Summary, Essential Duties & Responsibilities, Department Users, Direct Supervisor, Required Field(s) of Study, Knowledge, Skills and Abilities, Oversight & Direction, GA Use Only (N/A) if not a Graduate Assistantship. Click “Next” button when complete.
12. On the **Reporting Relationships** page, select the level of Supervisory Responsibilities that the student employee or Graduate Assistant will have. Click “Next” button when complete.
13. Check as many situations that apply to your position on the **ADA Checklist** page. Other than the first question, this section is optional, but highly recommended. Click “Next” button when complete.

14. Select as many **Career Readiness Competencies** that apply to your position from the drop down list, then Click “Next” button when complete. Please select at least two.

Editing Position Descript...
Job Title
Position Details Infor...
Reporting Relationships
ADA Checklist
Career Readiness Compe...
Position Budget Inform...
Student Position Revie...
Position Description Request S...

Career Readiness Competencies Save << Prev Next >>

Select the Career Readiness Competency obtained by the student hired in this position. Below are the following options:

- o Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in the process, and may demonstrate originality and inventiveness.
- o Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- o Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- o Digital Technology: Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.
- o Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- o Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.
- o Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- o Global/Intercultural Fluency: Demonstrates openness, includes diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates the ability to interact respectfully with all people and understand individuals' differences.

Career Competency: Remove Entry?

Please select
Critical Thinking/Problem Solving
Oral/Written Communications
Teamwork/Collaboration
Digital Technology
Leadership
Professionalism/Work Ethic
Career Management
Global/Intercultural Fluency

15. On the Position Budget Information page, select “Add Budget Summary Entry” to input the Funding Source, Pay Index, Org Code, and Percentage Funded (If position is not 100% funded select add Budget Summary Entry to add additional funding sources) for the position. Click “Next” button when complete.

Home Postings Applicants Hiring Proposals Shortcuts

Position Description Requests / ... / New Position Description / Test Student Employee / Edit

Position Budget Information Save << Prev Next >>

Check spelling
* Required Information

Budget Summary

Funding Source Please select *

Explanation of funding source if other is selected

Pay Index *

Org Code *

Percentage Funded *

Remove Entry?

Add Budget Summary Entry Save << Prev Next >>

16. Student Position Review Form will be completed by Student Employment. Click “Next” button when complete.
17. Review your position description and make any corrections as needed. If the position looks correct select **Take Action On Position Description Request**.
18. Select **Submit (move to Student Employment)**. If you are not ready to submit your position description request you can select **Keep working on this Position Description Request**. If you change your mind and do not want to create a position description request you can select **Canceled**.
 - a. Note: The Job Title section will say “None specified.” This is because the position description has not been created and approved yet. You also will see the words “Currently: blank” in many of the boxes. Again, this is because the position description that you just created currently does not exist in ATS. Once it is submitted and approved by Student Employment Programs, the “Currently: blank” will go away.

The screenshot shows the Indiana State University HR system interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. Below this is a breadcrumb trail: 'Position Description Requests / ... / New Position Description / New Position definition / Summary'. The main content area is titled 'New Position Description: Test Student Employee (Student)'. It shows the current status as 'Draft', position type as 'Student', and department as 'Career Center'. The 'Job Title' field is 'None specified'. The 'Position Details Information' section includes a table for 'Position Information' with fields for 'Proposed Job Title' (Test Student Employee) and 'Job Category' (Regular Student Job), both marked as 'Currently: blank'. A dropdown menu is open, showing options: 'Take Action On Position Description Request', 'Keep working on this Position Description Request', 'CANCELED (move to Canceled)', 'Send to Student Supervisor (move to Student Supervisor)', 'Submit (move to Student Employment)', and 'Return to Employee (move to Employee)'. Red arrows point to the dropdown menu and the 'Submit' option.

19. If you have any comments you would like to add regarding this position description request for Student Employment Programs, you may write comments in the Take Action Comment Box.
20. Select **Submit**. This will send your position description request to Student Employment Programs. Please allow a minimum of three business days prior to following up on the status of your request.

The 'Take Action' dialog box is shown. It has a title bar with 'Take Action' and a close button. The main content area displays 'Submit (move to Student Employment)' and 'Comments (optional)'. Below this is a text input area. At the bottom, there are two buttons: 'Submit' and 'Cancel'.