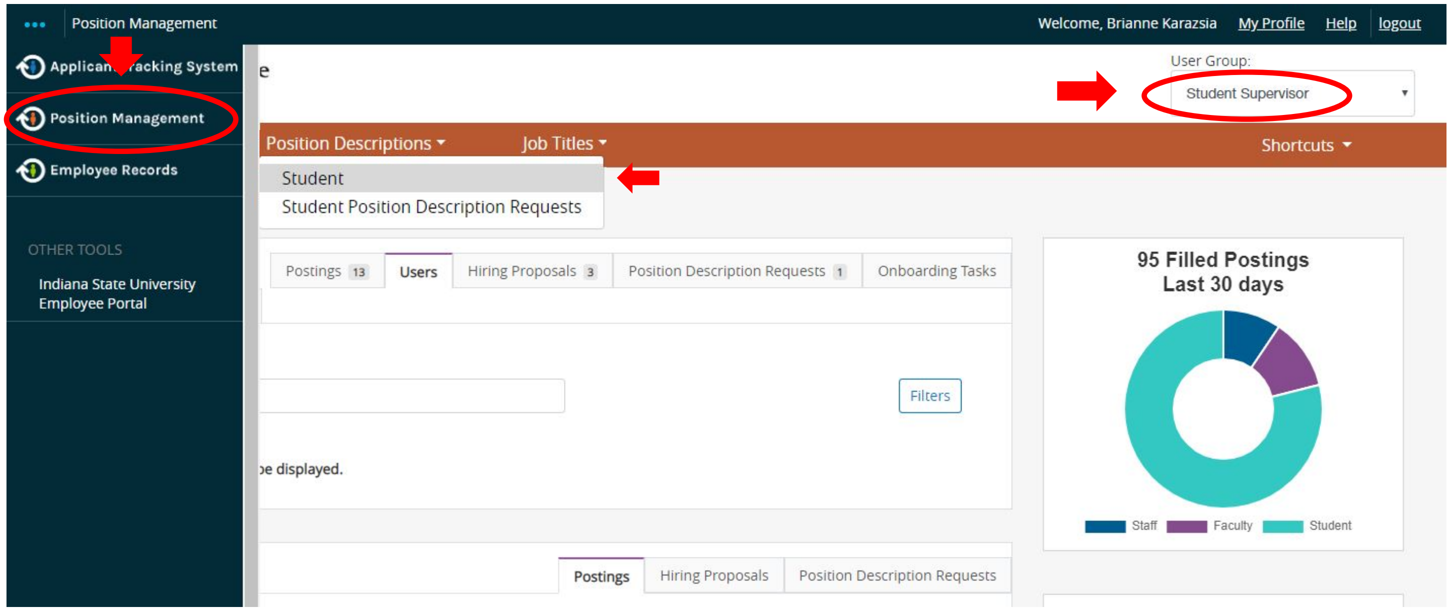
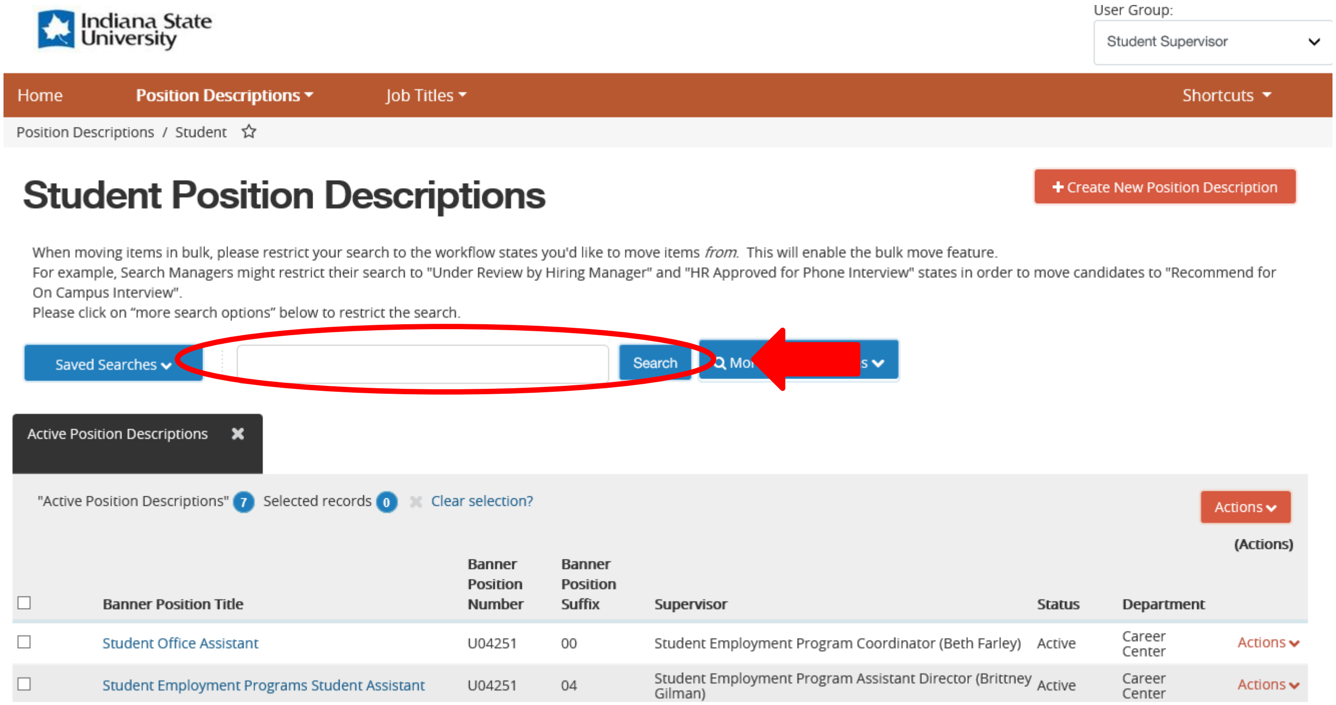
Modifying a Position Description Instructions for Student Supervisors

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 Description** drop down menu and select **Student**.


Position Management
Welcome, Brianne Karazsia
My Profile
Help
logout
Applican racking System
Position Management
Employee Records
OTHER TOOLS
Indiana State University Employee Portal
Position Descriptions
Job Titles
Shortcuts
Student
Student Position Description Requests
Postings 13
Users
Hiring Proposals 3
Position Description Requests 1
Onboarding Tasks
Filters
be displayed.
95 Filled Postings
Last 30 days
Staff
Faculty
Student
Postings
Hiring Proposals
Position Description Requests

User Group: Student Supervisor

5. All of the position you have access to will populate. If you have access to many positions you can narrow your search by typing your **Banner Position Number** in the search box and then select **Search**. Select the position you would like to modify.


Indiana State University
Home
Position Descriptions
Job Titles
Shortcuts
Position Descriptions / Student
Create New Position Description
Saved Searches
Search
Mo
s
Active Position Descriptions
Clear selection?
Actions
(Actions)

User Group: Student Supervisor

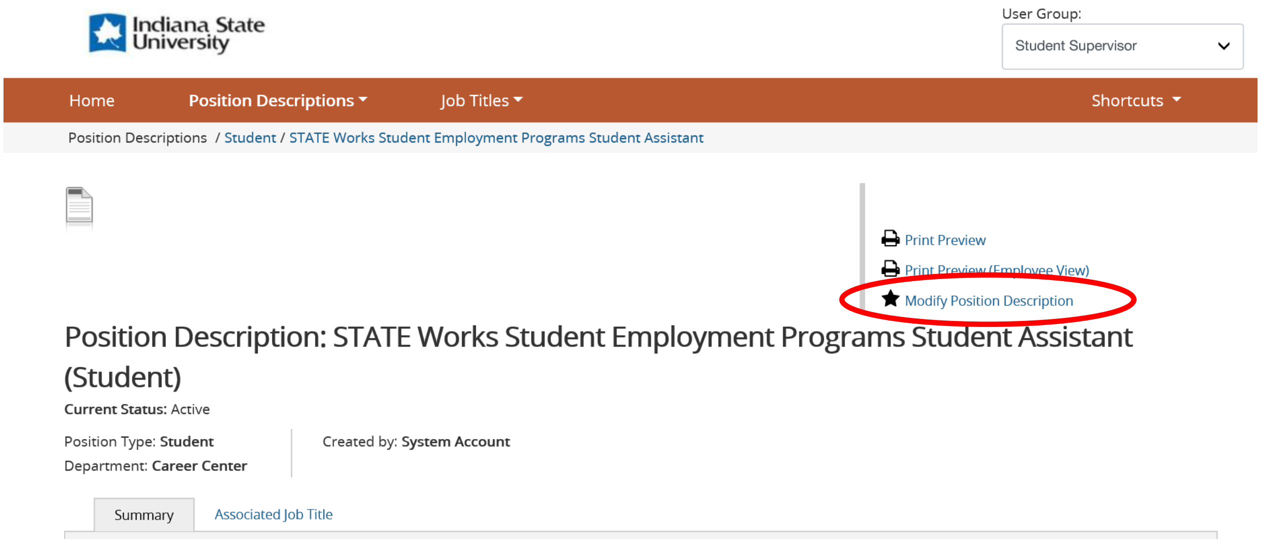
Student Position Descriptions

When moving items in bulk, please restrict your search to the workflow states you'd like to move items *from*. This will enable the bulk move feature.
For example, Search Managers might restrict their search to "Under Review by Hiring Manager" and "HR Approved for Phone Interview" states in order to move candidates to "Recommend for On Campus Interview".
Please click on "more search options" below to restrict the search.

"Active Position Descriptions" 7 Selected records 0

☐	Banner Position Title	Banner Position Number	Banner Position Suffix	Supervisor	Status	Department	
☐	Student Office Assistant	U04251	00	Student Employment Program Coordinator (Beth Farley)	Active	Career Center	Actions
☐	Student Employment Programs Student Assistant	U04251	04	Student Employment Program Assistant Director (Brittney Gilman)	Active	Career Center	Actions

6. Review the information to verify that you selected the correct position description then select **Modify Position Description**. If you or someone in your department has already started modifying the position description and did not complete the modification you will need to select “**View Outstanding Position Description Request**”


Indiana State University
User Group:
Student Supervisor
Home
Position Descriptions
Job Titles
Shortcuts
Position Descriptions / Student / STATE Works Student Employment Programs Student Assistant
Print Preview
Print Preview (Employee View)
Modify Position Description
Summary
Associated Job Title

Position Description: STATE Works Student Employment Programs Student Assistant (Student)

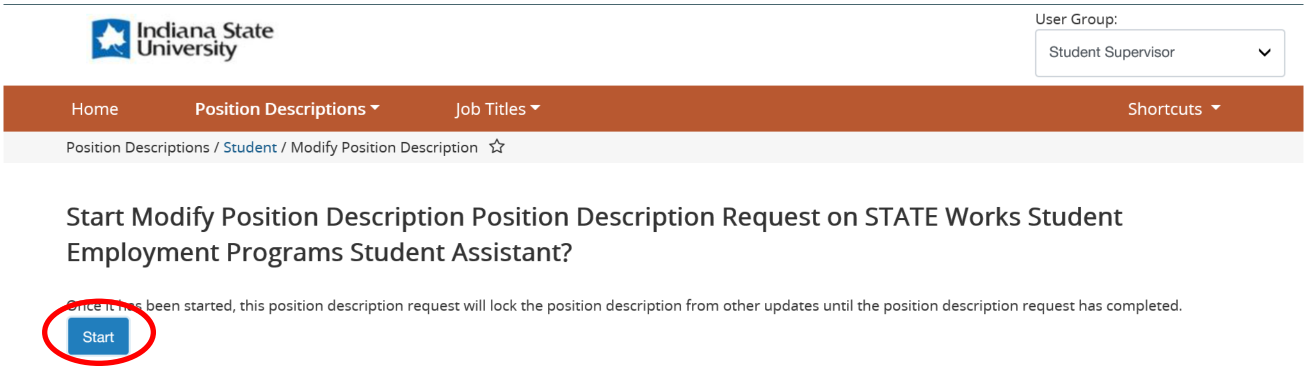
Current Status: Active

Position Type: Student

Department: Career Center

Created by: System Account

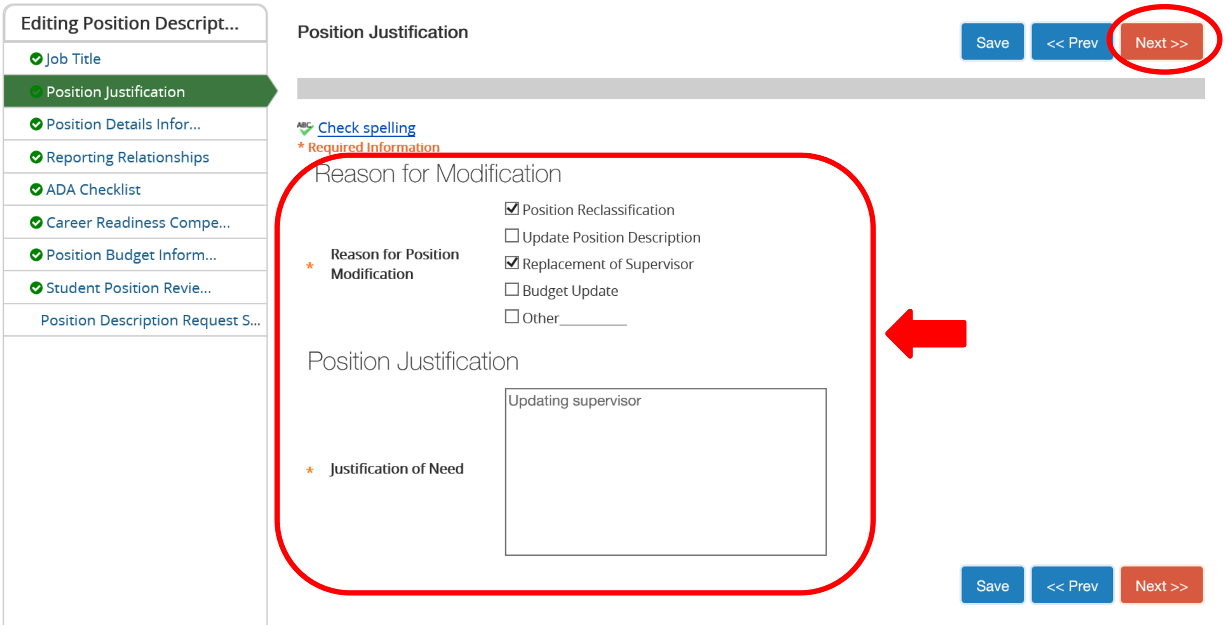
7. Select **Start**.


Indiana State University
User Group:
Student Supervisor
Home
Position Descriptions
Job Titles
Shortcuts
Position Descriptions / Student / Modify Position Description
Start

Start Modify Position Description Position Description Request on STATE Works Student Employment Programs Student Assistant?

Once it has been started, this position description request will lock the position description from other updates until the position description request has completed.

8. Complete the **Reasons for Modification** and **Position Justification** select **Next**.


Editing Position Descript...
Job Title
Position Justification
Position Details Infor...
Reporting Relationships
ADA Checklist
Career Readiness Compe...
Position Budget Inform...
Student Position Revie...
Position Description Request S...
Save
<< Prev
Next >>

Position Justification

Check spelling

* Required Information

Reason for Modification

* Reason for Position Modification

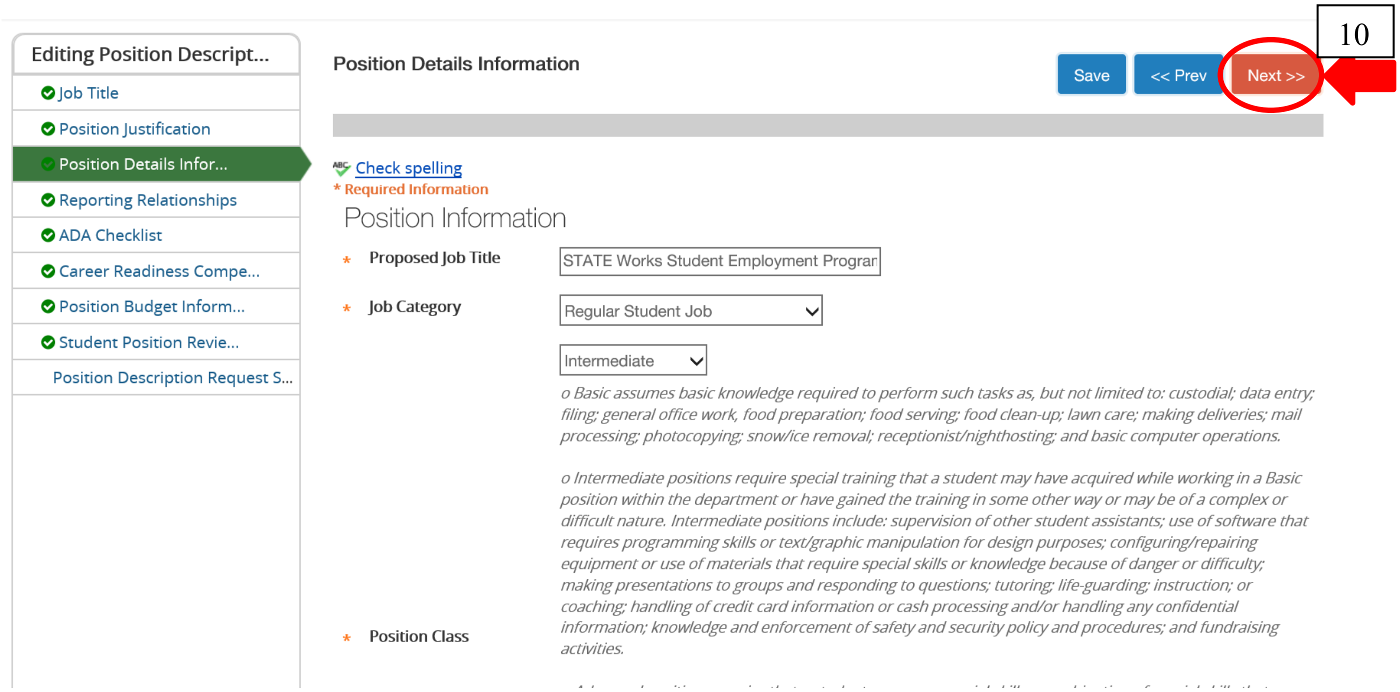
☑ Position Reclassification
☐ Update Position Description
☑ Replacement of Supervisor
☐ Budget Update
☐ Other________

Position Justification

* Justification of Need: Updating supervisor

9. Complete all required fields on the **Position Details Information** page. If you are not making a change to the job summary or essential duties and responsibilities, write “N/A”. Once you have completed all the required fields select **Next**.

10


Editing Position Descript...
Job Title
Position Justification
Position Details Infor...
Reporting Relationships
ADA Checklist
Career Readiness Compe...
Position Budget Inform...
Student Position Revie...
Position Description Request S...
Save
<< Prev
Next >>

Position Details Information

Check spelling

* Required Information

Position Information

* Proposed Job Title: STATE Works Student Employment Prograr

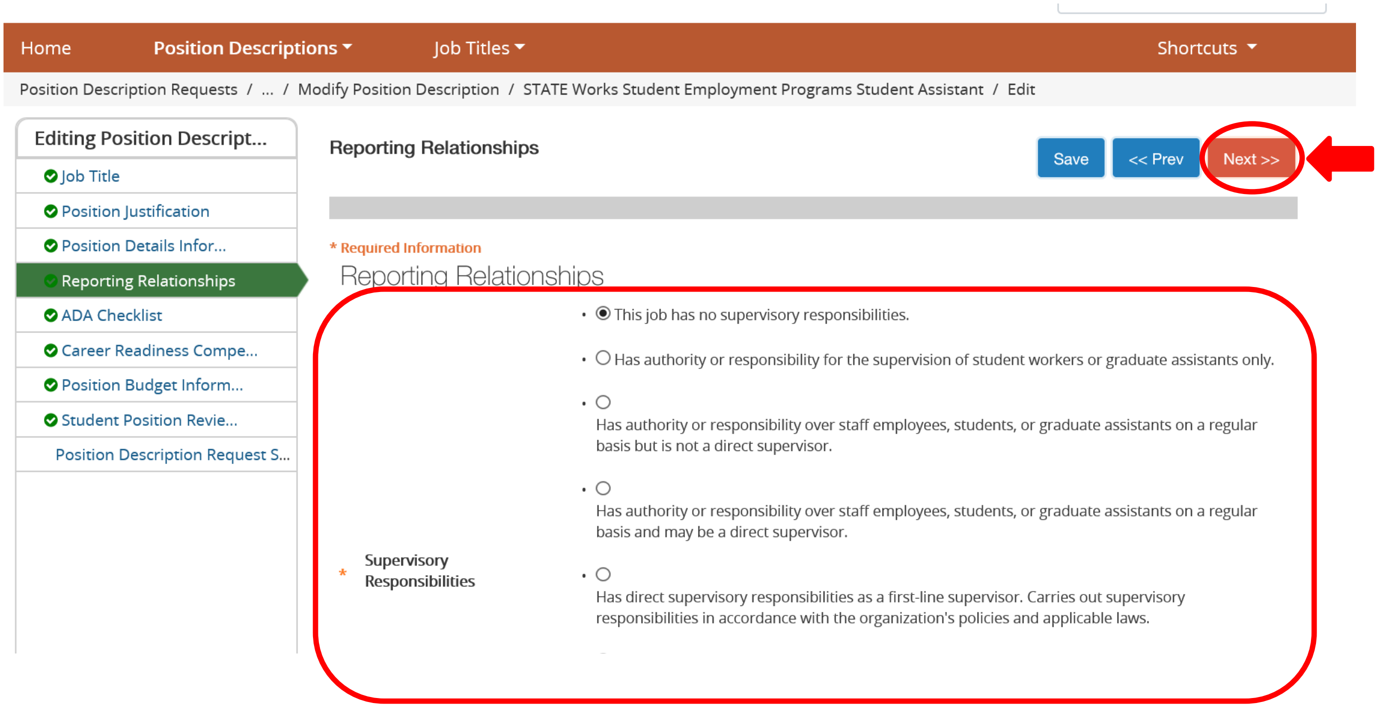
* Job Category: Regular Student Job

* Position Class: Intermediate

o Basic assumes basic knowledge required to perform such tasks as, but not limited to: custodial; data entry; filing; general office work, food preparation; food serving; food clean-up; lawn care; making deliveries; mail processing; photocopying; snow/ice removal; receptionist/nighthosting; and basic computer operations.

o Intermediate positions require special training that a student may have acquired while working in a Basic position within the department or have gained the training in some other way or may be of a complex or difficult nature. Intermediate positions include: supervision of other student assistants; use of software that requires programming skills or text/graphic manipulation for design purposes; configuring/repairing equipment or use of materials that require special skills or knowledge because of danger or difficulty; making presentations to groups and responding to questions; tutoring; life-guarding; instruction; or coaching; handling of credit card information or cash processing and/or handling any confidential information; knowledge and enforcement of safety and security policy and procedures; and fundraising activities.

10. Select the **Supervisory Responsibilities** for this position, then select **Next**.


Home
Position Descriptions
Job Titles
Shortcuts
Position Description Requests / … / Modify Position Description / STATE Works Student Employment Programs Student Assistant / Edit
Editing Position Descript…
Job Title
Position Justification
Position Details Infor…
Reporting Relationships
ADA Checklist
Career Readiness Compe…
Position Budget Inform…
Student Position Revie…
Position Description Request S…
Reporting Relationships
Save
<< Prev
Next >>

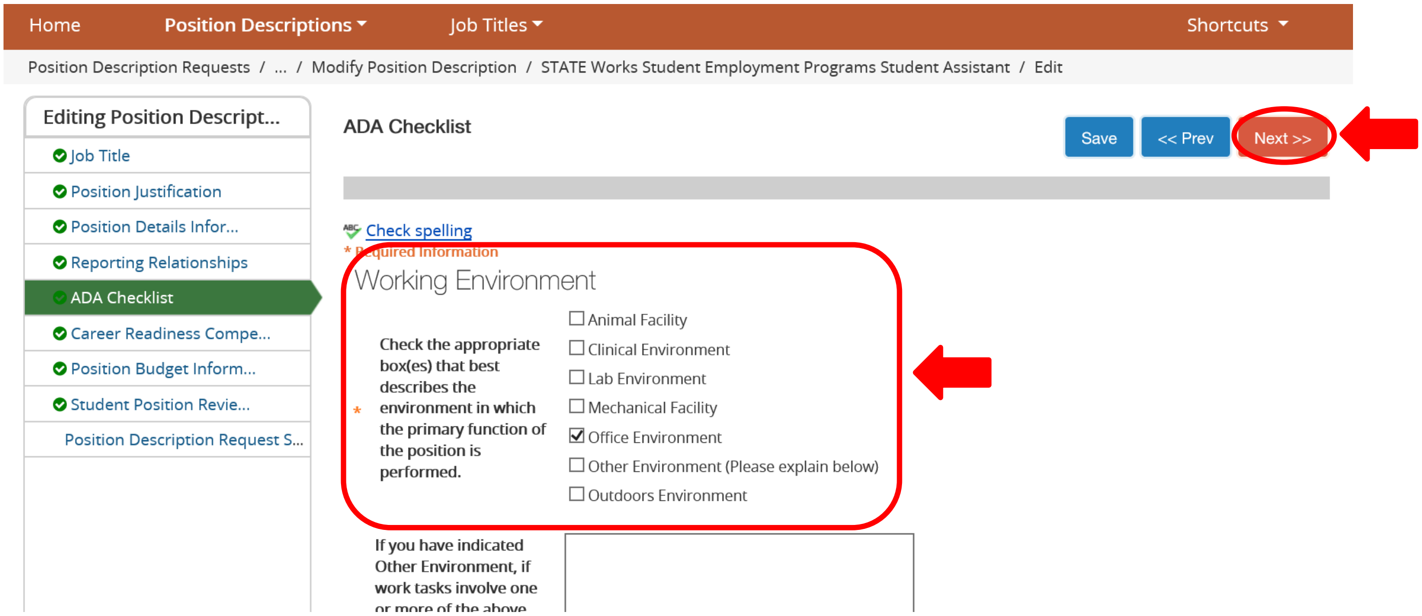
* Required Information

Reporting Relationships

* Supervisory Responsibilities

- ● This job has no supervisory responsibilities.
- ○ Has authority or responsibility for the supervision of student workers or graduate assistants only.
- ○ Has authority or responsibility over staff employees, students, or graduate assistants on a regular basis but is not a direct supervisor.
- ○ Has authority or responsibility over staff employees, students, or graduate assistants on a regular basis and may be a direct supervisor.
- ○ Has direct supervisory responsibilities as a first-line supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

11. Complete the **Working Environment** section.
    a. The rest of the ADA Checklist is optional; however it is recommended that you complete this section. Then select **Next**.


Home
Position Descriptions
Job Titles
Shortcuts
Position Description Requests / … / Modify Position Description / STATE Works Student Employment Programs Student Assistant / Edit
Editing Position Descript…
Job Title
Position Justification
Position Details Infor…
Reporting Relationships
ADA Checklist
Career Readiness Compe…
Position Budget Inform…
Student Position Revie…
Position Description Request S…
ADA Checklist
Save
<< Prev
Next >>
Check spelling

* Required Information

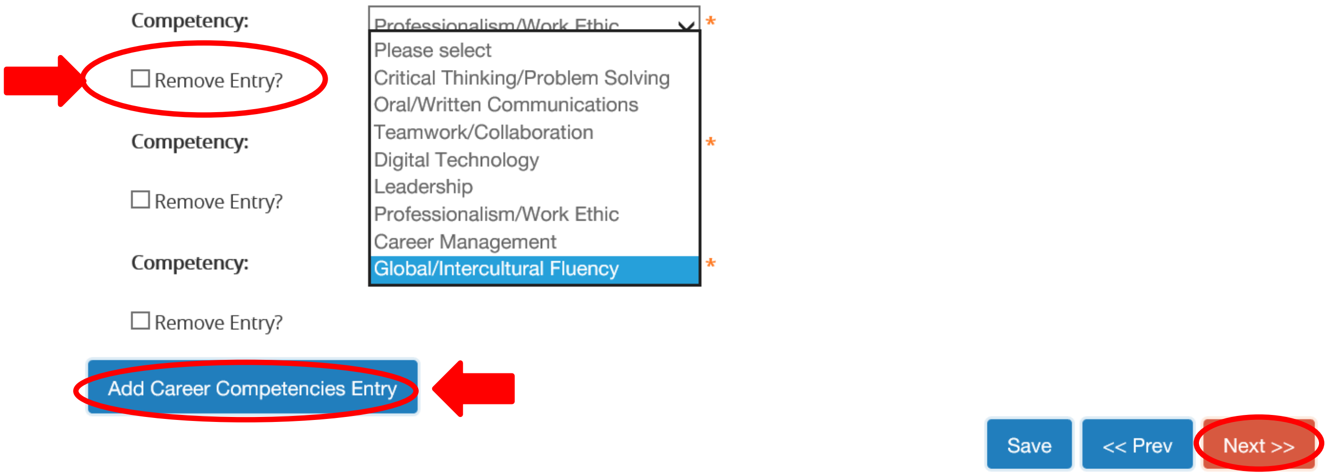
Working Environment

* Check the appropriate box(es) that best describes the environment in which the primary function of the position is performed.

☐ Animal Facility
☐ Clinical Environment
☐ Lab Environment
☐ Mechanical Facility
☑ Office Environment
☐ Other Environment (Please explain below)
☐ Outdoors Environment

If you have indicated Other Environment, if work tasks involve one or more of the above

12. Complete the Career Readiness Competencies
    a. To Add a Career competency to your position select **Add Career Competencies Entry**. A drop down box will populate then select the career competencies obtained with this position. Select "Add Career Competency Entry" again for every competency you would like to add. Then slect **Next**.
    b. To remove an entry select **Remove Entry?** Box and select **Next**.

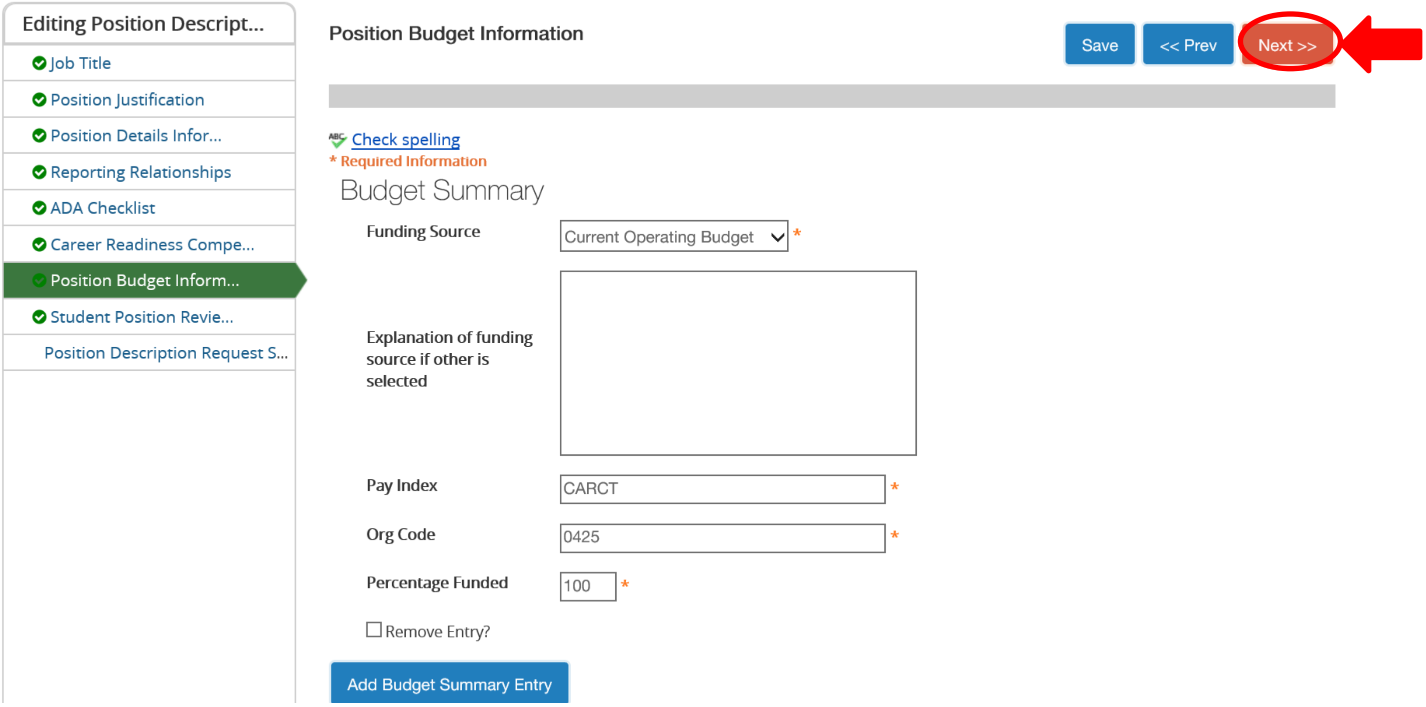

Please select
Critical Thinking/Problem Solving
Oral/Written Communications
Teamwork/Collaboration
Digital Technology
Leadership
Professionalism/Work Ethic
Career Management
Global/Intercultural Fluency
☐ Remove Entry?
☐ Remove Entry?
☐ Remove Entry?
Add Career Competencies Entry
Save
<< Prev
Next >>

Competency: Professionalism/Work Ethic *

Competency: *

Competency: *

13. Make corrections to the Budget Summary Entry as needed.


Editing Position Descript...
Job Title
Position Justification
Position Details Infor...
Reporting Relationships
ADA Checklist
Career Readiness Compe...
Position Budget Inform...
Student Position Revie...
Position Description Request S...
Position Budget Information
Save
<< Prev
Next >>
Check spelling
* Required Information
Budget Summary
☐ Remove Entry?
Add Budget Summary Entry

Funding Source: Current Operating Budget *

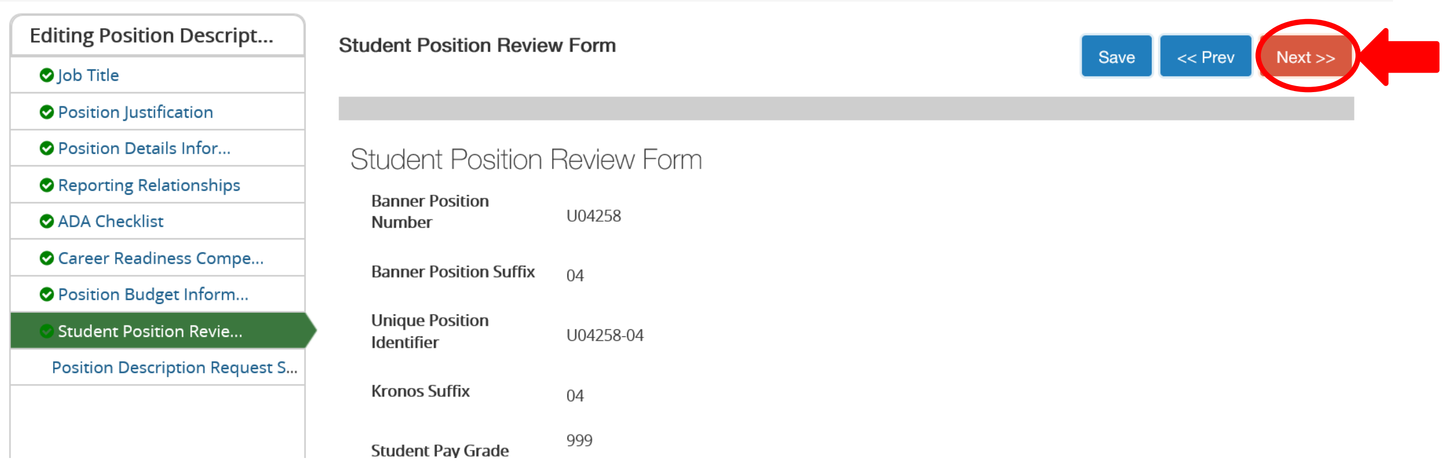
Explanation of funding source if other is selected:

Pay Index: CARCT *

Org Code: 0425 *

Percentage Funded: 100 *

14. The **Student Position Review Form** will be updated by Student Employment Programs. Select **Next**.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Position Justification
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Reporting Relationships
ADA Checklist
Career Readiness Compe...
Position Budget Inform...
Student Position Revie...
Position Description Request S...
Student Position Review Form
Save
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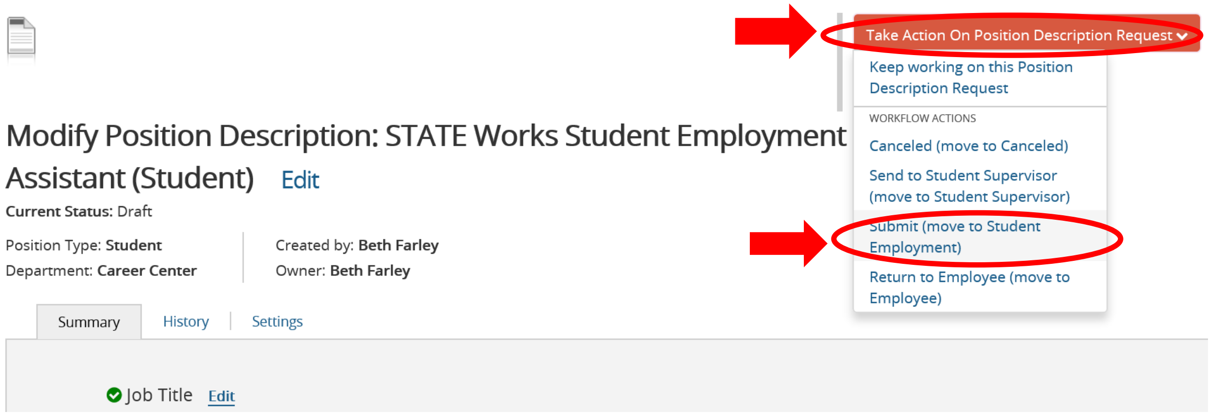
Next >>

Student Position Review Form

Banner Position Number	U04258
Banner Position Suffix	04
Unique Position Identifier	U04258-04
Kronos Suffix	04
Student Pay Grade	999

15. Review your position description and make any corrections as needed. If the position looks correct select **Take Action on Position Description Request**.
16. 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. If you change your mind and do not want to modify the position description request you can select **Canceled.**


Take Action On Position Description Request
Keep working on this Position Description Request
WORKFLOW ACTIONS
Canceled (move to Canceled)
Send to Student Supervisor (move to Student Supervisor)
Submit (move to Student Employment)
Return to Employee (move to Employee)
Summary
History
Settings
Job Title
Edit

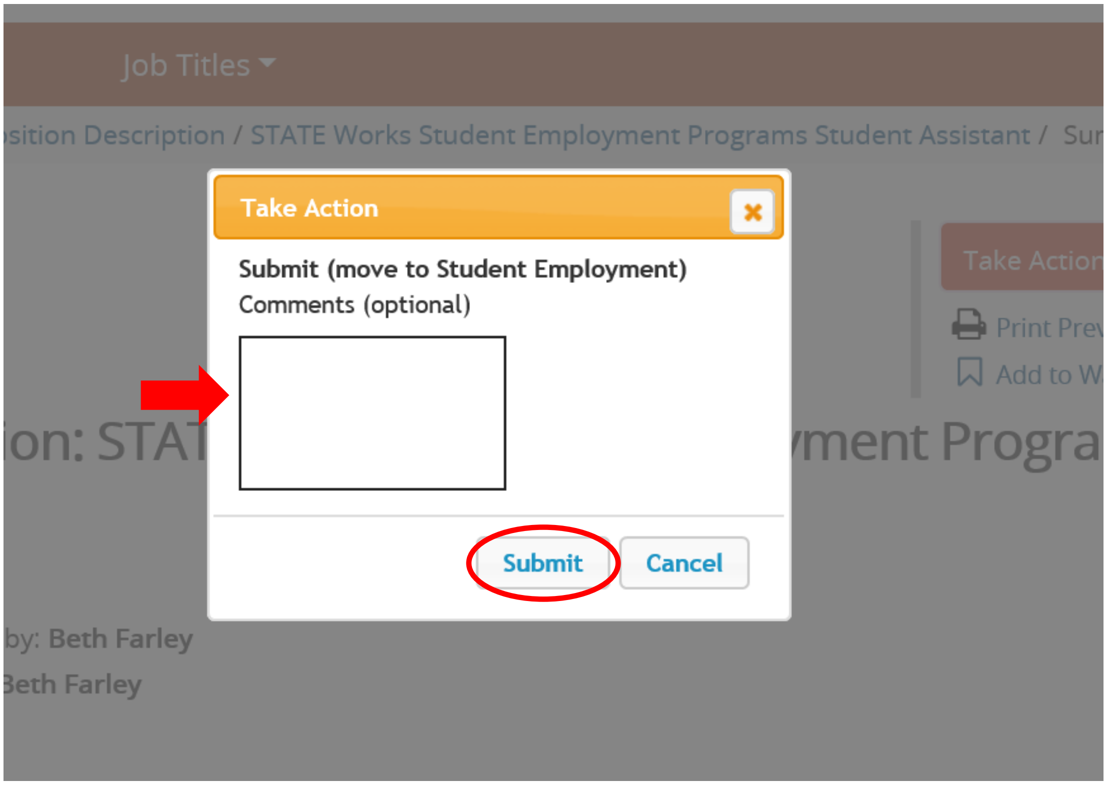
Modify Position Description: STATE Works Student Employment Assistant (Student) Edit

Current Status: Draft

Position Type: Student
Department: Career Center

Created by: Beth Farley
Owner: Beth Farley

17. If you have any comments you would like to add regarding this position description request for student employment you may write comments in the comments box. It's helpful to write what was modified in this section, so it's clear to Student Employment staff. Keep in mind that these comments because part of this position request's history and is a legal document.
18. 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.



Job Titles
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Take Action
Print Prev
Add to W
ion: STAT
yment Progra
by: Beth Farley
Beth Farley

Take Action

Submit (move to Student Employment)

Comments (optional)

Submit
Cancel