

# Quick Reference Guide to Modify an EHRA Non-Faculty Position Description

## Steps:

1. Login to NinerTalent, ensure you are logged in as an Initiator.
2. Change module to “Position Management” (orange background).
3. Hover over the Position Descriptions tab and select “EHRA Non-Faculty”. This will open the position library.
4. Select the position you want to modify by clicking on the position number.
5. On the top right hand side click the “Modify Position Description” link, and then click “Start”.
6. The action will open, complete all necessary fields and route for approval.

## Helpful tips:

- ***Reason for Action***
  - Be specific - the more information provided, the easier it is for users to understand the purpose of the action
- ***Supplemental Documentation***
  - Upload the FLSA Exemption Form (if position is FLSA Exempt) and the Organizational Chart in ALL actions
- ***Primary Purpose of Position***
  - This should be written last. After the Duties and Responsibilities have been completed.
  - It should be concise and detailed (1-3 sentences)
- ***Summary of Position Responsibilities***
  - This should not be a copy and paste of the duties and responsibilities
  - It should be a brief summary of the positions responsibilities
- ***Duties and Responsibilities***
  - Be Specific - (i.e. “Reviewing student applications, selecting students to participate in the program, and monitoring their progress, offering feedback as needed.” vs. “Managing students in program.”)
  - Do not list job duties that are less than 5% of the position
  - These can be combined into one category
    - “10% - Preparing annual report on progress of program, order marketing materials and supplies for program, and other duties as assigned” vs. “2% - Preparing annual report on progress of program, 1% - ordering materials and supplies, etc.”