Full Time Faculty Position Management
Niner Talent Position Description Module

Creating a New Position in NinerTalent

1. **Academic Affairs**
   - Create Position Description in Niner Talent
     - Enter basic position information - funding amount, department, effective date, etc.

2. **Budget Approval (PBM & GCA)***
   - Assign Position Number/Review Funding
     - Assigns position number. Reviews/confirms funding.

3. **Initiator**
   - Completes Position Details
     - Enter position description details – job duties, ADA, checklist, required education, etc.

4. **Approver**
   - Reviews/Edits/Endorses
     - Reviews and verifies position description details. *(May have multiple approvers as appropriate and/or necessary)*

5. **Academic Affairs**
   - Reviews/Approves
     - Reviews position description for complete/accurate information. Approves new position description.

Modify an Existing Position in NinerTalent

1. **Initiator**
   - Completes Position Details
     - Modifies position description details – job duties, required education, etc.

2. **Approver**
   - Reviews/Edits/Endorses
     - Reviews and verifies position description details. *(May have multiple approvers as appropriate and/or necessary)*

3. **Academic Affairs**
   - Reviews/Approves
     - Reviews position description for complete/accurate information. Approves position description modification.

* PBM – Personnel Budget Management (general funds)
  GCA – Grants and Contacts Administration (other funds)