Position Authorization Creation

**User Groups:** Hiring Manager, Department Support, Human Resources

**Purpose:** This process creates a Position Authorization giving authorization to fill a position

Click **JOBS** tab

![Position Authorization Creation Image]

Click **Create New Position Authorization**

![Position Authorization Creation Image]
Choose a job template to preview under “Available Job Templates”

Job templates are created using an approved JAQ or classified position description. For Administrative positions, if changes are needed, the JAQ must be revised and updated before the changes can be made to the job template. Contact Pat Kelly in Human Resources to make changes to the JAQ. If you don’t see your job template listed, HR may not have received the JAQ/description to load or you may not have the correct permissions to see the template.

Click » Continue

Working Title page – Click » Continue

Do not make any changes to the Job Title. Confirm the Public Posting Pay Grade as this is what will appear to applicants when they view the job opening. If this is incorrect please call HR to confirm grade.
Do not make any changes to the forms selected.

Click **Start** on the Position Authorization Form line.
Complete Position Authorization Form Fields
Do not change prepopulated fields.
Complete all relevant fields. (* fields are required)

**Title** – prepopulated
**Work Location** – select appropriate campus from drop down menu
Department – prepopulated
Classification – prepopulated
Desired Start Date – complete if you have an expected date of hire. Otherwise, leave blank.
Salary Type – prepopulated
AA Group – do not make changes
Pay Grade – prepopulated
Opportunity type – prepopulated
Job type – prepopulated
Minimum Required Degree – prepopulated
Requisition Number – prepopulated

| Department: | Col of Health & Human Services |
| Desired Start Date: | Staff - Salaried |
| Salary Type: | Salary |
| AA Group: | 2000 Counselors |
| Pay Grade: | 354 |
| Opportunity Type: | Full Time |
| Job Type: | Permanent |
| Minimum Required Degree: | Masters |
| Requisition: | 3993 |
Select designated **Hiring Manager** from a list by clicking 📦. Select staff member to be assigned Hiring Manager role and click ✨Select User.

Scroll the list of those defined Hiring Managers. If you do not see a staff member that should be listed, please contact Human Resources to assign security.

Select designated **Search Committee Chair** from a list by clicking 📦. Select staff member to be assigned committee chair role and click ✨Select User. Even if you do not have a search committee, please list the person leading the search process.

Scroll the list of defined Search Committee Chair. If you do not see a staff member that should be listed here, please contact Human Resources to assign security.
Select designated **Department Support** from a list by clicking 📩. Select staff member to be assigned Department Support role and click ✅ Select User. Scroll the list of defined Department Support. If you do not see a staff member that should be listed here, please contact Human Resources to assign security. If you are the department support person and you do not fill in this field, you will not be able to see the job once submitted.

Select designated **Search Committee Members** from a list by clicking 📩. Select staff members to be assigned committee member role and click ✅ Select User. Repeat until all committee members are selected.
**Supervisor** – list name of supervisor for this position

**Contact person** – list name of department contact person that Human Resources may contact to discuss job search. Most likely this is the same as the Department Support or Hiring Manager defined above.

**Contact Phone Number** – list campus phone number of listed contact person

| Supervisor: | Freddy Falcon |
| Contact Person: | Freida Falcon |
| Contact Phone Number: | 372-0000 |

Enter the diversity of the members of the search committee. Each field must have a value assigned. Enter “0” if there are fields without representation from members of the search committee. If you are not using a search committee, you must enter 0 in each of the categories.

**FMS Requestor** - enter name of staff member for Human Resources to contact for billing of advertisement

**Department #** - select department number for advertisement & background check expenses

**Fund #** - enter fund number for advertisement and background check expenses

**SpeedType #** - enter SpeedType for advertisement and background check expenses

**Reason for Opening** – select from drop down menu
Incumbent – enter person who last held the position
Current Position # - enter position number (Contact Human Resources if you are unsure of number)
# of Positions: enter number of positions to be filled
Grant Funded – select if position is grant funded

**Position Information**

*Reason for Opening:
Incumbent:
Current Position #:
# of Positions:
*Grant Funded:
*Position Length:
Please Note: Part-Time cannot work over 24 hours per week
Total Hours Per Week:

**Position Length** – select the position length

**Position Information**

*Reason for Opening:
Incumbent:
Current Position #:
# of Positions:
*Grant Funded:
*Position Length:
Please Note: Part-Time cannot work over 24 hours per week
Total Hours Per Week:

For part-time positions enter the **Total Hours Per Week** the employee will be working. Please note part-time staff members cannot work over 24 hours per week.
**Recruitment length** – select appropriate recruitment length

**Resources** – enter recruitment resources desired into the text box – you may also type special instruction in this box if you would have information to relay to approvers regarding search terms.

Click **Save and Continue**

Review the Posting Details – if revisions are needed, please contact Human Resources. Typically these are set prior to creating the Position Authorization. For purpose of ads placed in printed publications, the Position Summary section will be used.
Select Continue to Approvals

TESTING ONLY SEARCH Academic Advisor
BGSU Main Campus - Academic Advising - Recruitment Request Pending

Form

Position Authorization Form

Posting Details

Below you will find the posting details of this position. If changes are desired, please contact Human Resources. For ads placed in newspaper editions, the Position Summary section will be used.

Position Title: TESTING ONLY SEARCH Academic Advisor
Department: [Type Department]
Category: Academic Advising
Campus: BG SU Main Campus
Opened Date: [Date]
Closed Date: [Date]

Position Summary: [Position Summary]

Essential Duties, Tasks and Responsibilities:
Advisement Responsibilities:
Provide academic advisement to students in the College of Health and Human Services. Prioritize advising students in the BSN Nursing program (BSN Basic, RN-BSN), and all students in the Community Health and Healthcare Administration within the Applied Health Science degree. Coordination and interaction with BSN nursing students, faculty, and administration on both the Main Campus of BG SU and the Health Science Campus of the University of Toledo is required in order to facilitate the implementation of both BG SU and UT College of Nursing (UTC) requirements. This position also works closely with the UTC administration, including the Dean, Associate Deans, and the BSN Programs Coordinator, and sits on several UTC committees permissive to the consortium relationship between the two universities.

Primary advising population will include all students in the BSN Nursing programs (BSN Basic, RN-BSN), and all students in the Community Health and Healthcare Administration major. Assist students to assess decisions regarding course choice, academic planning and potential for admission to and retention in the BGSU/UT Nursing program(s), graduate/medical schools and other programs.

Provide letters of recommendation for jobs, graduate programs, and scholarships as requested.

Provide informational sessions at BG SU pertaining specifically to the nursing programs offered at BG SU.

Provide group advisement sessions, as needed.

Recruitment Responsibilities:
Work with a sizable prospective and transfer student population, including unofficial review of transfer credit.
Participate in Previews Days, President’s Day and other Admissions-related events.
Update nursing program literature information, including information online.
Represent BG SU and nursing information meetings at UTC.
Attend fairs and transfer visits days.

Administrative Responsibilities:

Monitor and present admission candidate profiles to UTC each semester (yearly) for the BSN Basic and RN BSN programs.
Assist UTC program administration in the monitoring of the NURS course registration process, as needed.
Communicate with BG SU departments regarding class availability.
Represent the College on University committees, such as UAC, Advising Network, etc.
Provide content management for College of Health and Human Services websites.
Present annual/annual informational meeting for all BSN Basic nursing applicants.
Serve on College of Health and Human Services Academic Appeals committee, Scholarship committee, and Dean’s Advisory Council.
Coordinate and advise the Pre-Nursing Student Organization (PNSO).
Coordinate the submission of class selection andyll/ull documentation to the appropriate BG SU departments each semester.

Collaboration Responsibilities:

Maintain regular communication with the UTC Dean, Associate Dean(s), Undergraduate Nursing Programs Coordinator, and Academic Advisors.
Maintain UTC with coordination, development, and use of NursingCAS and WebAdmit third-party software programs, as they pertain to general undergraduate Nursing admission at the UTC each semester.
Serve on UTCN baccalaureate Admission and Retention and Progression (SRAP) committee. Student Affairs and Support committee, and Undergraduate Student Affairs Council.
Maintain Associate Dean(s) at annual UTCN Convocation Ceremonies.
Participate in UTCN Job Fair
Represent BG SU by attending Orientation meetings for Rising Juniors each semester at UTC.

Teaching Responsibilities:
Plan, conduct, and evaluate the NURS 1000 - Introduction to Nursing course each fall semester.

Knowledge, Skills or Abilities:

Academic advising and teaching

Minimum Qualifications & Salary:
Master’s Degree required, preferably in Student Personnel, Counseling, Health & Human Services discipline or related field. Also required one year of working with college student populations. Demonstrated experience in workshop presentations.
Salary
Full-time, administrative staff position available. Salary is commensurate with education and experience. Full benefits package available.

Degree Type:
Masters
Salary Type:
Salary
Job Type:
Full Time
Opportunity type: Full Time
Funding Information – do not complete any fields on this page.

Click ✅ Submit

Assign a staff member for each Approvers* using the drop down menu.
   Dean/Associate/Assistant Vice President – assign as appropriate
   Director of Budgets – leave as Group Approval
   Divisional VP or Cabinet Member – assign as appropriate
   HR Equity & Diversity Officer – leave as Equity & Diversity Officer
   HR Admin – leave as Group Approval

If you do not see a staff member that should be included on the list, please contact Human Resources to have their security changed.

Click ⬇️ Save

*If you need to add another level of approver complete the following steps:
Click Edit Approvers (1)
Select desired approver from left table (2)
Click > arrow to move selection to the right table (3)
Click ↑ to move approver to desired slot on the list (4)
Click + Save (5)
Click Close (6)

Remember to assign Approver to the new added approver field and Click 6 Save (7)

Once you click 6 Save you will receive the following message in the orange row above approvers “Approvers updated successfully”
If you leave the Position Authorization form process before finishing all fields and need to go back in and complete it - click the 'Jobs' tab

<table>
<thead>
<tr>
<th>TITLE</th>
<th>REQUISITION</th>
<th>STATUS</th>
<th>CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Support Specialist - Firelands</td>
<td>3918</td>
<td>Closed</td>
<td>06/27/16</td>
</tr>
<tr>
<td>TESTING ONLY</td>
<td>3879</td>
<td>Recruitment Request Pending</td>
<td></td>
</tr>
<tr>
<td>TESTING ONLY SEARCH Academic Advisor</td>
<td>3904</td>
<td>Recruitment Request Pending</td>
<td></td>
</tr>
<tr>
<td>Training and Documentation Specialist</td>
<td>3930</td>
<td>Closed</td>
<td>07/11/16</td>
</tr>
<tr>
<td>Transportation Operator - 9 Month, Full-time</td>
<td>3862</td>
<td>Posted Internal</td>
<td>08/29/16</td>
</tr>
</tbody>
</table>

Click on the ‘Job Title’

Click ‘Forms’ tab
Click ‘Continue’