Create a FTE Staff (classified staff) Position Description

1. Go to [https://jobs.coastal.edu/hr](https://jobs.coastal.edu/hr)

2. Do not enter username and password. Click on the SSO Authentication link instead.

![Coastal Carolina University Authentication](image)

3. This will take you to a CCU page to enter your CCU email and password.
4. Toggle over Module Indicator and select POSITIONS from the drop-down (upper left side of the screen).

5. Ensure that your user group is set to Initiator, Supervisor or Dept. Head to create a position description (upper right side of the screen).

6. Toggle over Position Descriptions tab and select FTE Staff from the drop-down box.

7. Click on Create New Position Description (right side of the screen).
8. The System takes you directly to Setting page. Enter the Position Title and Department (if applicable) the Organizational information should auto populate based on your specific department. You can also Copy an existing position by checking the radial button next to the appropriate position. Then Click on Start Position Request.

9. Complete the various required fields on each tab of the request, then click on Next.
10. When all the tabs have been completed and you are on the Action Summary page, if a section has an exclamation mark next to it that indicates that there is required information missing that must be completed before changing the status of the description action. If section has a check mark next to it that indicates you have entered all required information. Complete these required fields by selecting the Edit button next to the tab title.

11. From the Action Summary page, toggle over Take Action on Action, select the appropriate Action.

12. Add any comments in the Comment Box, keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.