PeopleAdmin Communication Regarding Position Descriptions for Non-FTE Staff, Athletic Coaches/Administrators and Filled Faculty Positions

The position descriptions for non-FTE staff, athletic coaches/administrators and all filled faculty positions have been entered into the PeopleAdmin system. Going forward, all requests for modification of a position description should be accomplished through the Modify Position Description process rather than requesting a new position.

Non-FTE staff positions include all temporary staff, time-limited, research grant, and temporary grant positions. Position descriptions for some of these positions will consist of a basic shell that will require modification when a change is requested, a position is vacated and it will be refilled or when the need arises.

User guides for the PeopleAdmin upgrade to the Applicant Tracking System can be found at https://www.coastal.edu/info/facstaff/peopleadminupgrade/resourcesandtools/

If a user has an issue with the PeopleAdmin system, feedback can be submitted at this link: https://www.coastal.edu/forms/hreo/peopleadminfeedback/

Office of Human Resources and Equal Opportunity
Coastal Carolina University