Viewing an Existing FTE Staff (classified staff) Position Description – Vacant or Filled

1. Go to https://jobs.coastal.edu/hr

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

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 the correct one depending on what position description you are trying to locate (upper right side of the screen).

6. Toggle over Position Descriptions tab and select FTE Staff from the drop-down box.
7. Search for the appropriate position description to view (by position number, name, etc).

8. Click on the internal title of the position you wish to view.

9. Review Summary and click on Print Preview if you wish to print (right side of screen).