

Posting was successfully transitioned



Watch List

APPLICANT TRACKING

Home Postings Hiring Proposals | My Profile Help

Donald Lerew, you have 0 messages. Student Hiring Manager logout

Postings / [Student](#) / [_Student_Sample_PD \(Posted\)](#) / Summary



Posting: [_Student_Sample_PD](#) (Student)

Current Status: Posted

Position Type: **Student**
 Sub-Department: **Financial Operations - Business Office (2730)**

Created by: **Donald Lerew**
 Owner: **Student Employment**

[See how Posting looks to Applicant](#)

[Print Preview \(Applicant View\)](#)

[Print Preview](#)

Summary [History](#) [Applicants](#) [Reports](#) [Hiring Proposals](#) [Associated Position Description](#)

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Position Details

Posting Number

Posting Number	2014_0159P_STU
----------------	----------------

Classification Details

Position Classification Title	Office Assistant
Position Classification Code	R05
Salary Table	SH
Band	R
Step	1

Position Information

Position Title	_Student_Sample_PD
Position Number	2730xx
Number of Open Positions	2
Position Type	Student
Department	Financial Operations - Business Office (2730)

Supervisor	Don Lerew
Secondary-Supervisor	
Hours Per Week	10
Duration of Appointment	Fall, Spring
Work Schedule	M-F, as available

[Help](#)

Position Description

Position Summary	This position is responsible for...
Major Preferred	
Experience Required	1-2 years of...
Experience Preferred	
Skills, Characteristics Required for Position	- First skill - Second skill - etc.
Dress Code Requirements	Business casual.
Special Working Conditions	Occasional evenings for special events.
Primary Duties	1. First primary duty... 2. Second primary duty... 3. Maintain consistent and reliable attendance
Secondary Duties	1. Other duties as assigned.
Supervisory Responsibilities	None
Posting Date	09/12/2014
Open Until Filled	Yes
Application Deadline	
Special Instructions to Applicants	
Pass Message	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.
Fail Message	Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.
Quicklink for Posting	http://messiah-sb.peopleadmin.com/postings/4467

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

None

Optional Documents

1. Cover Letter/Letter of Interest

Guest User

There is no guest user set up for this posting.