## Position Request was successfully transitioned

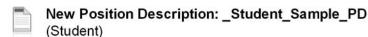


POSITION MANAGEMENT ▼ Watch List

**Position Descriptions** Home Classifications | My Profile Help

> Donald Lerew, you have 0 messages. Student Employment c logout

Position Requests / ... / New Position Description / \_Student\_Sample\_PD / Summary



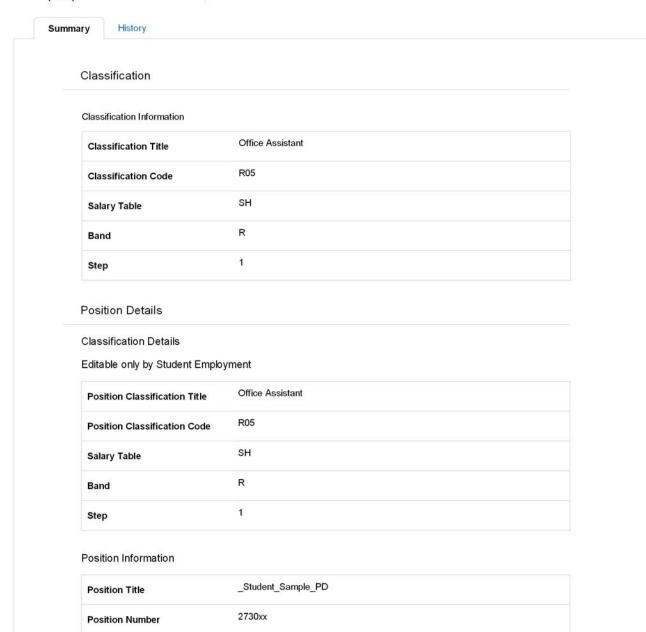
Current Status: Approved Position Type: Student Sub-Department: Financial

Operations - Business Office

**Position Type** PeopleAdmin Better Talent. Better Future.

(2730)

Created by: Donald Lerew Owner: Student Employment



9/12/2014 3:58 PM 1 of 3

Copyright 2014 All Rights Reserved.

Last refresh: 08/05/2014 01:26 AM

Student

Department	Financial Operations - Business Office (2730)	
Campus	Grantham	
Supervisor	Don Lerew	
Secondary-Supervisor		
Internal Student Employment Notes		
System Position Number	2014_0062PD_STU	
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	First primary duty     Second primary duty     Maintain consistent and reliable attendance	
Secondary Duties	1. Other duties as assigned.	
Supervisory Responsibilities		
Supervisory Responsibilities	None	
Action Number		
Action Number	2014_0208A_STU	
Position Justification		
Position Justification		
Justification for position:	Needed to provide support	
Position Budget		
Budget Summary		
Budget Orgn Number	2730	
Budget Acct Number	6160	
	100	

2 of 3 9/12/2014 3:58 PM

Supervisor Position Desc	ription
Job Title	HRIS and Payroll Manager
Position Number	AF3067
Org Unit	Office of Human Resources (2825)
First Name	Donald
Last Name	Lerew
Email	emailaddress@zed.zed
User Groups	Employee [Messiah College], Human Resources [Messiah College], Student Employment [Messiah College], VP of HR [Messiah College], President [Messiah College], Dept. Head [Human Resources & Compliance (31166), Dept of Visual Arts (31211)], Dean/Division [VP_HR-Human Resources (21166)], VP/Provost [VP_HR-Human Resources (21166)], Student Hiring Manager [Financial Operations - Business Office (2730), Campus Events (2645)], Hiring Manager [Financial Operations - Business Office (2730), Office of Human Resources (2825)]
Supplemental Questions	th an asterisk (*).
,	**
Supplemental Documents	s

3 of 3