

Accessing and Customizing UW-Green Bay Position Descriptions




1. Click on the following link (or right click and select 'open hyperlink'): https://uwgb-my.sharepoint.com/:f:/g/personal/nashm_uwgb_edu/EjYuUjakHJJLtJlFI0yRmvkB8f6fYDuowCh5zUnisc18zA

2. If prompted, sign in with your organizational account:

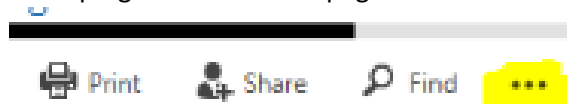


The image shows a sign-in form for the University of Wisconsin Green Bay. At the top, the university's name is displayed in green. Below it, the text 'Sign in with your organizational account' is centered. There are two input fields: one for an email address (containing 'someone@example.com') and one for a password. A green 'Sign in' button is located at the bottom of the form.

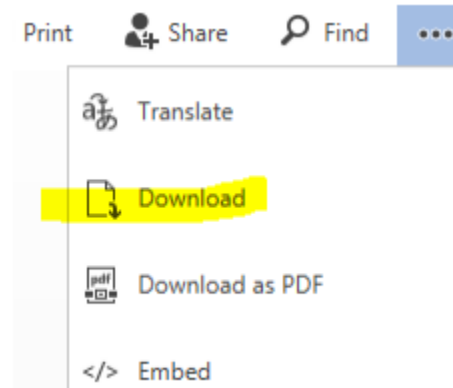
3. Go through the process of DUO multi-factor authentication.
4. Find the position description needed and click on the name of the job. Job Descriptions are sorted alphabetically by Job Code. You can also search the name of the job by using the search field at the top of the page. If you do not see the particular job listed, please contact hr@uwgb.edu.

	AD002_ADMINISTRATIVE ASSISTANT II.docx	2 f
	AD003_ADMINISTRATIVE ASSISTANT III.docx	2 f
	AD005_ADMINISTRATIVE MANAGER.docx	Ab

5. This template will be view only at this point. In order to get an editable version of the template, select the three dots in the top right corner of the page.



6. Select Download:



7. Save onto your own computer/drive:

IF USING THE MICROSOFT EDGE

When the message pops up at the of your screen, click on “open file” and then save within your own drive

IF USING GOOGLE CHROME:

Once downloaded at the bottom of your screen, click on the button with the word document and then save within your own drive.

IF USING INTERNET EXPLORER:

When the message pops up at the bottom of your screen, select the dropdown arrow and choose “save as”. Save within your own drive.

IF USING FIREFOX:

Ensure the “Open with Word” radio button is selected and click o.k. Save within your own drive.

8. Begin working in the template to customize the position description for the individual job. Position details at the top of the first page should be customized for the specific position/employee. Items in red may customized or deleted.
9. **Position Details (common questions):**
 - a. **Business Title (if applicable):** this should be the business title that is currently listed in the [directory](#). If there is need for an adjusted business title, please complete a [Business Title Request](#) prior to submitting the finalized position description to HR.
 - b. **Supervisory Position** – only select “yes” if the position supervises ongoing, non-temporary employees. Positions which only supervise student employees or temporary employees should check “no”.
 - c. **Position of Trust** – This should only be checked “yes” if the position requires unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution, and medical patients. These

positions will be subject to the 4-year CBC requirements as outlined in the [CBC Policy](#). For questions, please contact HR.

- d. **Campus Security Authority (CSA)** - Positions are identified as a [CSA](#) based on functions involving relationships with students and/or significant responsibility for student and campus activities (beyond the classroom). Positions marked “yes” will be subject to the annual training requirement. For questions, please contact HR.
10. If there is an **essential job function** that the role does not perform, put 0% next to that essential job function (do not delete or change any essential job functions that flowed over from the SJD). Percentages are an estimate, and are simply used when performing title review.
11. In the **position-specific knowledge, skills, and abilities** section, do not include attributes which are not unique to the position (e.g. communication skills, organization, collaboration, innovation, inclusivity, etc.), as they are outlined in a standardized manner within the **organizational competencies** section.
12. Save the position description so you can send to the employee for review and discussion.
13. Finalized position descriptions should be signed by the employee and supervisor and returned to Human Resources at hr@uwgb.edu.