

Position Request was successfully transitioned



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POSITION MANAGEMENT ▾

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Donald Lerew, you have 0 messages. Student Employment [logout](#)

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New Position Description: [_Student_Sample_PD](#) (Student)

Current Status: **Approved**

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

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

Summary | [History](#)

Classification

Classification Information

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

Position Details

Classification Details

Editable only by Student Employment

| | |
|-------------------------------|------------------|
| 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 |
| Position Type | Student |

| | |
|--|---|
| Department | Financial Operations - Business Office (2730) |
| Campus | Grantham |
| Supervisor | Don Lerew |
| Secondary-Supervisor | |
| Internal Student Employment Notes | |
| System Position Number | 2014_0062PD_STU |

[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

| | |
|-------------------------------------|------|
| 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 |
| Percent Funded | 100 |

Supervisory Position

Supervisor Position Description

| | |
|------------------------|---|
| 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

Required fields are indicated with an asterisk (*).

Supplemental Documents

No documents have been attached.